



## GOVERNMENT-WIDE SUPPORT

## VARIANCE REPORT

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	1,866.78	1,703.25	- 163.53	9	1,793.78	1,633.25	- 160.53	9	1,793.78	1,532.00	- 261.78	15
<b>EXPENDITURES (\$1000's)</b>	1,892,821	1,701,262	- 191,559	10	230,017	159,304	- 70,713	31	715,594	726,548	+ 10,954	2
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	1,866.78	1,703.25	- 163.53	9	1,793.78	1,633.25	- 160.53	9	1,793.78	1,532.00	- 261.78	15
<b>EXPENDITURES (\$1000's)</b>	1,892,821	1,701,262	- 191,559	10	230,017	159,304	- 70,713	31	715,594	726,548	+ 10,954	2
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. AV ANNUAL RATE OF RETURN ON INVESTMENTS					3	2.54	- 0.46	15	3	1	- 2	67
2. AV LENGTH OF TIME (DAYS) TO ISSUE REFUND CHECK					15	15	+ 0	0	15	15	+ 0	0

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: GOVERNMENT-WIDE SUPPORT**

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**11**

### **PART I - EXPENDITURES AND POSITIONS**

The variance in the Government-Wide Support Program position count is due to vacancies pending recruitment and filling, as well as recruitment difficulties. The variance for expenditures is generally attributed to personnel expenditures being less than planned due to position vacancies. Details of the position and expenditure variances are best examined at the lowest program level.

### **PART II - MEASURES OF EFFECTIVENESS**

See the lowest level programs explanation of variances.

## VARIANCE REPORT

PROGRAM TITLE:

EXEC DIRECTN, COORD, &amp; POLICY DEVELOPMENT

7/28/10

PROGRAM-ID:

PROGRAM STRUCTURE NO: 1101

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	162.00	142.00	- 20.00	12	146.00	127.00	- 19.00	13	146.00	122.00	- 24.00	16
<b>EXPENDITURES (\$1000's)</b>	42,777	24,342	- 18,435	43	8,423	5,547	- 2,876	34	25,910	20,905	- 5,005	19
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	162.00	142.00	- 20.00	12	146.00	127.00	- 19.00	13	146.00	122.00	- 24.00	16
<b>EXPENDITURES (\$1000's)</b>	42,777	24,342	- 18,435	43	8,423	5,547	- 2,876	34	25,910	20,905	- 5,005	19
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
<b>PART II: MEASURES OF EFFECTIVENESS</b>					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
1. NO. OF REG VTRS WHO VTE AS % OF REG VOTERS					60	66	+ 6	10	0	0	+ 0	0

Intermediate Level Program  
No Narrative  
(See Lowest Level Programs for Explanation of Variances)

STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 110101

OFFICE OF THE GOVERNOR

GOV-100

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09					THREE MONTHS ENDED 09-30-09					NINE MONTHS ENDING 06-30-10						
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%		
PART I: EXPENDITURES & POSITIONS																	
RESEARCH & DEVELOPMENT COSTS																	
POSITIONS																	
EXPENDITURES (\$1,000's)																	
OPERATING COSTS																	
POSITIONS	37.00	37.00	+	0.00	0	31.00	31.00	+	0.00	0	31.00	31.00	+	0.00	0		
EXPENDITURES (\$1000's)	4,462	3,938	-	524	12	790	838	+	48	6	2,386	2,738	+	352	15		
TOTAL COSTS																	
POSITIONS	37.00	37.00	+	0.00	0	31.00	31.00	+	0.00	0	31.00	31.00	+	0.00	0		
EXPENDITURES (\$1000's)	4,462	3,938	-	524	12	790	838	+	48	6	2,386	2,738	+	352	15		
						FISCAL YEAR 2008-09					FISCAL YEAR 2009-10						
						PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%		
PART II: MEASURES OF EFFECTIVENESS																	
1. NOT APPLICABLE						NO DATA	NO DATA	+		0	0	NO DATA	NO DATA	+		0	0

## VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010

**PROGRAM TITLE: OFFICE OF THE GOVERNOR**

11 01 01  
GOV 100

### **PART I - EXPENDITURES AND POSITIONS**

The variance is attributed to budget restrictions which reduced allocations for the fiscal year. In addition, the Office of the Governor did not administer the \$250,000 in private funds for activities to celebrate the 50th Anniversary of Statehood.

### **PART II - MEASURES OF EFFECTIVENESS**

Measures to accomplish the program's objectives include:

1. The economic well-being of the citizens as measured by standard benchmarks including gross state product, unemployment, economic growth, new business creation, immigration, per capita income, and capital formation.
2. The social well-being of the citizens as measured by standard benchmarks such as infant mortality, longevity, educational achievement, family formation, homeownership, environmental cleanliness, leisure time, charitable giving, crime statistics, and overcrowding.
3. The number of instances when Departments have worked cooperatively across departmental divisions to deliver a public service at the lowest possible cost.
4. The number of bills the Executive Branch successfully shepherds through the Legislature that reflect the priorities of the Governor and her administration.
5. The number of media stories that accurately reflect the policies, goals and priorities of the Administration.

The Office of the Governor continues to meet program objectives as evidenced by the social well being of its citizens measured through such standard benchmarks gross domestic product, longevity of the population, percent of population with health care insurance and low infant mortality.

The Office of the Governor continues to work on improvement initiatives for home ownership, student achievement, energy independence and innovation. The Office will work with relevant members of State Government, community, and Legislature to develop proposals to improve performance in these measures and economic benchmarks.

The Office of the Governor oversaw the enactment of numerous bills that reflected the priorities of the Governor and her Administration. We are hopeful that additional measures will receive favorable consideration from the Legislature during the 2010 session.

Additionally the Administration continues to share information with the media and other public information outlets about the administrative programs and policy changes it is implementing.

The Administration has primary responsibility for managing the State's six-year fiscal plan, and for making decisions on the allocation of funds. This work impacts the State's financial health and sustained high bond ratings.

### **PART III - PROGRAM TARGET GROUPS**

Not applicable.

### **PART IV - PROGRAM ACTIVITIES**

The Office shall strive to enhance the well-being of the citizens of Hawaii by ensuring that State Government programs are effectively managed within and between departments and that Executive Branch policies are executed through laws, executive orders, policy statements, and memoranda; and these policies are clearly and concisely articulated to the public.

## VARIANCE REPORT

PART I: EXPENDITURES & POSITIONS RESEARCH & DEVELOPMENT COSTS POSITIONS EXPENDITURES (\$1,000's)  OPERATING COSTS POSITIONS EXPENDITURES (\$1000's)  TOTAL COSTS POSITIONS EXPENDITURES (\$1000's)	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10						
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
	3.00	3.00	+	0.00	0	3.00	3.00	+	0.00	0	3.00	3.00	+	0.00	0
	829	809	-	20	2	162	176	+	14	9	484	470	-	14	3
	3.00	3.00	+	0.00	0	3.00	3.00	+	0.00	0	3.00	3.00	+	0.00	0
	829	809	-	20	2	162	176	+	14	9	484	470	-	14	3

PART II: MEASURES OF EFFECTIVENESS 1. TTL REV FRM SALES AS % OF COST OF PUBLICATION	FISCAL YEAR 2008-09				FISCAL YEAR 2009-10				
	PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%	
	80	80	+	0	0	80	80	+	0

PART III: PROGRAM TARGET GROUP										
1. TOTAL DE FACTO POPULATION (THOUSANDS)	1447	1447	+	0	0	1447	1447	+	0	0

PART IV: PROGRAM ACTIVITY										
1. NO. OF APPLCNTS FOR CHANGE OF NAMES BY INDIVIDUAL	1300	1100	-	200	15	1300	1300	+	0	0
2. NO. REQ FOR HRS, SESS LAWS, SUPPLEMENTS (000)	2.2	2.2	+	0	0	2.2	2.2	+	0	0

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: OFFICE OF THE LIEUTENANT GOVERNOR**

**11 01 02  
LTG 100**

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### **PART I - EXPENDITURES AND POSITIONS**

No significant variance in positions and actual expenditures.

### **PART II - MEASURES OF EFFECTIVENESS**

No variance.

### **PART III - PROGRAM TARGET GROUPS**

No variance.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: The number of applicants for name changes was less than anticipated.

## VARIANCE REPORT

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	99.00	94.00	- 5.00	5	89.00	85.00	- 4.00	4	89.00	80.00	- 9.00	10
<b>EXPENDITURES (\$1000's)</b>	22,525	15,664	- 6,861	30	4,502	4,131	- 371	8	13,975	13,672	- 303	2
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	99.00	94.00	- 5.00	5	89.00	85.00	- 4.00	4	89.00	80.00	- 9.00	10
<b>EXPENDITURES (\$1000's)</b>	22,525	15,664	- 6,861	30	4,502	4,131	- 371	8	13,975	13,672	- 303	2
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. NO MEASURES HAVE BEEN DEVELOPED FOR THIS PROGRAM					NO DATA	NO DATA	+ 0	0	NO DATA	NO DATA	+ 0	0

**Intermediate Level Program  
No Narrative  
(See Lowest Level Programs for Explanation of Variances)**

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11010302

STATEWIDE PLANNING &amp; COORDINATION

BED-144

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	22.00	22.00	+ 0.00	0	20.00	20.00	+ 0.00	0	20.00	15.00	- 5.00	25
<b>EXPENDITURES (\$1000's)</b>	7,018	2,430	- 4,588	65	1,159	1,159	+ 0	0	3,945	3,945	+ 0	0
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	22.00	22.00	+ 0.00	0	20.00	20.00	+ 0.00	0	20.00	15.00	- 5.00	25
<b>EXPENDITURES (\$1000's)</b>	7,018	2,430	- 4,588	65	1,159	1,159	+ 0	0	3,945	3,945	+ 0	0
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. # OF PLANS/STUDIES PREPARED IN TIMELY MANNER					7	6	- 1	14	5	4	- 1	20
2. #LUC DECISIONS UPHLDG OP POS AS %TOT LUC DECSNS					100	75	- 25	25	100	100	+ 0	0
3. # ACRES INVOLVED IN LUC DECISIONS SPRTG OP POSTN					7260	31000	+ 23740	327	1500	1500	+ 0	0
4. # RVIEWS OF FED ACTIV PROPSD/CONDUCTD IN CZM AREA					40	41	+ 1	3	40	40	+ 0	0
5. #STATE/CNTY PROGS AIMG TO ATTN OBJ OF CZM PROG					11	11	+ 0	0	386	11	- 375	97
<b>PART III: PROGRAM TARGET GROUP</b>												
1. STATE RESIDENT POPULATION (THOUSANDS)					1300	1300	+ 0	0	1346	1346	+ 0	0
2. NO. OF APPLICANTS FOR FEDERAL PERMITS & LICENSES					40	55	+ 15	38	55	55	+ 0	0
3. NUMBER OF APPLICANTS FOR LAND USE REVIEWS					26	11	- 15	58	6	10	+ 4	67
<b>PART IV: PROGRAM ACTIVITY</b>												
1. # SPECIAL PLANS/PLNNG REPORTS DEVELOPED/REVIEWED					4	4	+ 0	0	6	3	- 3	50
2. # OF COUNTY GENERAL & DEV PLANS/AMENDMTS REVUED					25	20	- 5	20	30	20	- 10	33
3. # LU BOUNDARY AMDT PETITIONS, OTH LUC ITEMS REVW'D					26	31	+ 5	19	7	30	+ 23	329
4. # STATE POSN STATEMTS PREP FOR LU BOUNDRY CHG PETS					8	5	- 3	38	6	6	+ 0	0
5. NUMBER OF FEDERAL CONSISTENCY REVIEWS					80	111	+ 31	39	85	85	+ 0	0
6. STATE PERMITS/APPROVALS REVIEWED BY CZM PROGRAM					12	11	- 1	8	14	13	- 1	7

## VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010

11 01 03 02  
BED 144

**PROGRAM TITLE: STATEWIDE PLANNING & COORDINATION**

### **PART I - EXPENDITURES AND POSITIONS**

The expenditure variances are due to the following: 1) personnel vacancies; 2) denial of encumbrance of general funds for Coastal Zone Management (CZM) county contracts and delays in executing contracts for federal grant funds for the CZM Program; 3) delays in executing Brownfields Cleanup Revolving Loan fund loans; and 4) delays in expending funds for Statewide Comprehensive Economic Development Strategy (CEDS) implementation projects.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1. Six plans/studies rather than the projected seven were prepared during FY 09 because of fiscal constraints. It is estimated that there will be fewer plans/studies prepared in FY 10 than initially planned due to the reduction-in-force (RIF).

Item 2. The LUC denied a petition for reclassification to the Urban District. OP had recommended partial approval of the petition.

Item 3. The variance reflects Important Agricultural Land (IAL) designations by the LUCH.

### **PART III - PROGRAM TARGET GROUPS**

Item 2. CZM does not have any control over the number of permits submitted each year and therefore it is not possible to accurately predict the exact number of reviews that will be conducted. The increase may be partially attributable to numerous projects that were initiated with federal economic stimulus funds under the American Recovery and Reinvestment Act of 2009 (ARRA).

Item 3. The variance is due to a decrease in the number of applicants for various types of Land Use Commission (LUC) actions.

### **PART IV - PROGRAM ACTIVITIES**

Item 2. The number of county general and development

plans/amendments reviewed declined. The number of plans submitted to the Office of Planning (OP) depends upon the number of plans prepared by the counties and submitted; OP has no control over these submittals.

Item 3. The increases in LUC items reviewed pertain to increases in the number of action items, including items other than petitions, which came before the LUC and were reviewed by OP.

Item 4. The number of position papers prepared for land use district boundary amendments was lower than projected because the boundary petitions that were filed were in the early review stages during this time period rather than at the State where position papers would have been prepared and filed. OP does not have any control over the filing of petitions as these are applicant driven.

Item 5. The total number of federal consistency reviews conducted during FY 09 was 111, which is significantly higher than the projected amount of 80. CZM does not have any control over the number of reviews submitted each year and therefore it is not possible to accurately predict the exact number of reviews that will be conducted. The increase may be partially attributable to numerous projects that were initiated with federal ARRA funds.

-662-

## VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010

11 01 03 03  
BED 103

**PROGRAM TITLE: STATEWIDE LAND USE MANAGEMENT**

### **PART I - EXPENDITURES AND POSITIONS**

The expenditure variance is due to a position vacancy, furlough savings and budget restrictions.

09 was 1857. This variance is attributable to an unforeseen increase in the number of boundary interpretations initiated by the general public and processed by the LUC via the Internet.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1. The variance in acreage reviewed and/or reclassified in FY 09 did not meet the estimated amount. The actual acreage reviewed reflects that which is submitted to the Land Use Commission's (LUC) jurisdiction for the reporting period. The LUC does not control the timing of when petitions are submitted. Many of these applications are in the preliminary stages.

Item 2. The LUC does not control the timing of when special permits are submitted. Much of the acreage reflects parcel size rather than special permit activity.

### **PART III - PROGRAM TARGET GROUPS**

Item 1. The variance is due to LUC assisting more people with land use interpretations.

### **PART IV - PROGRAM ACTIVITIES**

Item 1. The LUC has no control over the actual number of petitions submitted for processing. During the past 6 years, the average number of petitions processed during the year has been 10. Irrespective of the actual number submitted for processing, all petitions received by the LUC and deemed complete are processed within 365 calendar days. Entitlement activities at the LUC remain active.

Item 2. Five special permits were filed with the LUC during FY 09. The LUC has no control over the number of special permits filed with the LUC for processing, but must process any filed within 45 days. Entitlement activities at the LUC remain active.

Item 3. The actual number of boundary interpretations processed for FY

## STATE OF HAWAII

PROGRAM TITLE:

ECONOMIC PLANNING &amp; RESEARCH

PROGRAM-ID:

BED-130

PROGRAM STRUCTURE NO: 11010304

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	+ CHANGE	%	BUDGETED	ACTUAL	+ CHANGE	%	BUDGETED	ESTIMATED	+ CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	22.00	21.00	- 1.00	5	17.00	17.00	+ 0.00	0	17.00	13.00	- 4.00	24
<b>EXPENDITURES (\$1000's)</b>	2,667	2,016	- 651	24	281	275	- 6	2	844	648	- 196	23
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	22.00	21.00	- 1.00	5	17.00	17.00	+ 0.00	0	17.00	13.00	- 4.00	24
<b>EXPENDITURES (\$1000's)</b>	2,667	2,016	- 651	24	281	275	- 6	2	844	648	- 196	23
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	+ CHANGE	%	PLANNED	ESTIMATED	+ CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. PROG. SURVEY RESPONDENTS 'MORE THAN SATISFIED' (%)					50	56	+ 6	12	50	50	+ 0	0
2. PROG. OUTPUTS CITED IN MAJOR MEDIA (AVE.MONTHLY#)					20	21	+ 1	5	20	20	+ 0	0
3. ACCURACY OF ECON FORECASTS (% ERROR)					5	5	+ 0	0	5	5	+ 0	0
<b>PART III: PROGRAM TARGET GROUP</b>												
1. VISITS TO PROGRAM WEBSITE (AVE PER MONTH, THOUS.)					5	5	+ 0	0	10	10	+ 0	0
<b>PART IV: PROGRAM ACTIVITY</b>												
1. DATA SERIES MAINTAINED ON-LINE (X 100)					50	50	+ 0	0	50	50	+ 0	0
2. DATA POINTS MAINTAINED ON-LINE (THOUS.)					230	240	+ 10	4	250	250	+ 0	0
3. TOURISM REPORTS ISSUED (#)					45	45	+ 0	0	45	1	- 44	98
4. OTHER ECONOMIC AND STATISTICAL REPORTS ISSUED (#)					35	36	+ 1	3	35	33	- 2	6

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

11 01 03 04  
BED 130

**PROGRAM TITLE: ECONOMIC PLANNING & RESEARCH**

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### **PART I - EXPENDITURES AND POSITIONS**

The expenditure variance in FY 09 is due primarily to restrictions imposed on the program's general fund budget and restrictions on U fund transfers into the program.

The position and expenditure variances in FY 10 are primarily reflect effects of the reduction-in-force.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1. The survey found higher than anticipated satisfaction rate with the program's services.

### **PART III - PROGRAM TARGET GROUPS**

There was no significant variance in the Program Target Group.

### **PART IV - PROGRAM ACTIVITIES**

Item 3. Estimated tourism reports issued in FY 10 declines due to the budgetary reassignment of the tourism research branch from DBEDT to the Hawaii Tourism Authority (HTA) as of July 1, 2009. Responsibility for most tourism reports now rests with the HTA.

## STATE OF HAWAII

PROGRAM TITLE:

DEPARTMENTAL ADMINISTRATION &amp; BUDGET DIV

PROGRAM-ID:

BUF-101

PROGRAM STRUCTURE NO: 11010305

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	49.00	45.00	- 4.00	8	46.00	42.00	- 4.00	9	46.00	46.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	12,348	10,821	- 1,527	12	2,936	2,599	- 337	11	8,806	8,754	- 52	1
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	49.00	45.00	- 4.00	8	46.00	42.00	- 4.00	9	46.00	46.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	12,348	10,821	- 1,527	12	2,936	2,599	- 337	11	8,806	8,754	- 52	1
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. % OF RECOMMENDATIONS ON DEPT REQUESTS COMPLETED BY DUE DATE					90	NO DATA	- 90	100	90	NO DATA	- 90	100
2. PERCENTAGE OF VENDOR PAYMENTS MADE WITHIN 30 DAYS					84	84	+ 0	0	84	84	+ 0	0
3. % VARIATION IN EXPENSES FIXED COST/ENTITLEMENTS VS ANNUAL ALLOTMENT					8	8	+ 0	0	8	8	+ 0	0
4. % PAYROLL-RELATED HRMS TRANSACTIONS COMPLETED WITHIN 5 DAYS OF APPROVAL					92	92	+ 0	0	92	92	+ 0	0
5. % USER IT TROUBLESHOOTING REQUEST RESPONSE TIME WITHIN 2 WORKING DAYS					95	95	+ 0	0	95	95	+ 0	0
6. % PERIPHERAL/MALFUNCTIONS RESPONDED TO WITHIN 6 WORKING DAYS					95	95	+ 0	0	95	95	+ 0	0
<b>PART III: PROGRAM TARGET GROUP</b>												
1. GOVERNOR AND EXECUTIVE AGENCIES					20	20	+ 0	0	20	20	+ 0	0
<b>PART IV: PROGRAM ACTIVITY</b>												
1. NO. OF DEPT PROGRAM PLANS REVIEWED AND PROCESSED					265	NO DATA	- 265	100	265	NO DATA	- 265	100
2. NO. OF PROGRAM BUDGET REQUESTS REVIEWED & PROCESSED					1000	NO DATA	- 1000	100	1000	NO DATA	- 1000	100
3. NUMBER OF PROGRAM MEMORANDA PREPARED					11	NO DATA	- 11	100	0	NO DATA	+ 0	0
4. NUMBER OF VARIANCE REPORTS REVIEWED AND PROCESSED					265	NO DATA	- 265	100	265	NO DATA	- 265	100
5. NO. OF EXPENDITURE PLANS & ALLOTMENT REQUESTS PROCESSED					4000	NO DATA	- 4000	100	4000	NO DATA	- 4000	100
6. NUMBER OF REFERRALS PROCESSED					1700	NO DATA	- 1700	100	1700	NO DATA	- 1700	100
7. NO. OF LEGISLATIVE PROPOSALS REVIEWED FOR GOVERNOR					100	NO DATA	- 100	100	250	NO DATA	- 250	100
8. NO. BILLS PASSED BY LEGISLATURE REVIEWED FOR GOV					260	NO DATA	- 260	100	260	NO DATA	- 260	100
9. NO. OF REORGANIZATION PROPOSALS REVIEWED & PROCESSED					20	NO DATA	- 20	100	12	NO DATA	- 12	100
10. NO. OF CIP ALLOTMENT REQUESTS REVIEWED & PROCESSED					600	NO DATA	- 600	100	600	NO DATA	- 600	100

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: DEPARTMENTAL ADMINISTRATION & BUDGET DIV**

**11 01 03 05  
BUF 101**

### **PART I - EXPENDITURES AND POSITIONS**

FY 2008-09

The variance in expenditures and positions in FY 09 are due primarily to 2.00 vacant positions in the Administrative and Research Office (ARO) and 2.00 vacant positions in the Budget, Program, Planning and Management Division (BPPMD) and lower than anticipated expenditures for other current expenses.

FY 2009-10

Expenditure and positions - The 1st quarter variance in positions are due to 2.00 vacant positions in the ARO and 2.00 positions in the BPPMD. Current Executive Budget Execution Policies and directives will be adhered to in determining vacancies to be filled in the remainder of the fiscal year. The variance in expenditures is primarily due to vacancies and the unpredictable nature of expenditures for witness and attorney fees. For the remainder of FY 10, we anticipate expenditure of funds in accordance with budget execution policies.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: No data.

### **PART III - PROGRAM TARGET GROUPS**

No variances.

### **PART IV - PROGRAM ACTIVITIES**

No data.

## VARIANCE REPORT

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	23.00	8.00	- 15.00	65	23.00	8.00	- 15.00	65	23.00	8.00	- 15.00	65
EXPENDITURES (\$1000's)	14,961	3,931	- 11,030	74	2,969	402	- 2,567	86	9,065	4,025	- 5,040	56
TOTAL COSTS												
POSITIONS	23.00	8.00	- 15.00	65	23.00	8.00	- 15.00	65	23.00	8.00	- 15.00	65
EXPENDITURES (\$1000's)	14,961	3,931	- 11,030	74	2,969	402	- 2,567	86	9,065	4,025	- 5,040	56
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. 85% DISCLOSURE RPT SUBMIT BY CAND & NONCAND COMM					4000	98	- 3902	98	1200	93	- 1107	92
2. # OF DISCLOSURE REPORTS REVIEWED					3600	3299	- 301	8	1080	1006	- 74	7
3. # ELIG PERSONS REGIS AS % TOTAL ELIG TO VOTE					76	81	+ 5	7	76	81	+ 5	7
4. # REG VOTERS WHO VOTE AS % OF REGISTERED VOTERS					60	66	+ 6	10	0	0	+ 0	0

Intermediate Level Program  
No Narrative  
(See Lowest Level Programs for Explanation of Variances)

## STATE OF HAWAII

PROGRAM TITLE:

CAMPAIGN SPENDING COMMISSION

PROGRAM-ID:

AGS-871

PROGRAM STRUCTURE NO: 11010401

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	5.00	5.00	+ 0.00	0	5.00	5.00	+ 0.00	0	5.00	5.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	4,671	867	- 3,804	81	157	149	- 8	5	508	449	- 59	12
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	5.00	5.00	+ 0.00	0	5.00	5.00	+ 0.00	0	5.00	5.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	4,671	867	- 3,804	81	157	149	- 8	5	508	449	- 59	12
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. WORK PRODUCT ALIGNED W/5-YEAR STRATEGIC PLAN					85	85	+ 0	0	100	85	- 15	15
2. 85% DISCLOSURE RPT SUBMIT BY CAND & NONCAND COMM					4000	98	- 3902	98	1200	93	- 1107	92
3. # OF DISCLOSURE REPORTS REVIEWED					3600	3299	- 301	8	1080	1006	- 74	7
4. EDUCATE CAND & NONCAND COMM RE CAMPAIGN LAWS					10000	3156	- 6844	68	2000	1323	- 677	34
5. INVESTIGATIONS CONDUCTED ON POTENTIAL VIOLATIONS					10	14	+ 4	40	20	7	- 13	65
6. ENFORCEMENT ACTION TAKEN					7	8	+ 1	14	15	6	- 9	60
7. PUBLIC FINANCING PROVIDED					200000	144502	- 55498	28	20000	117000	+ 97000	485
8. WEB-BASED FILING SYSTEMS IN PLACE					2	2	+ 0	0	2	2	+ 0	0
<b>PART III: PROGRAM TARGET GROUP</b>												
1. CANDIDATES					500	283	- 217	43	300	300	+ 0	0
2. ELECTED OFFICIALS					150	142	- 8	5	150	150	+ 0	0
3. VOTERS AND POTENTIAL VOTERS					691356	691356	+ 0	0	691356	691356	+ 0	0
<b>PART IV: PROGRAM ACTIVITY</b>												
1. DEVELOPMENT OF A 5-YEAR STRATEGIC PLAN					0	0	+ 0	0	0	0	+ 0	0
2. # OF REPORTS FILED & REVIEWED					4000	3299	- 701	18	1500	1006	- 494	33
3. # OF WEBSITE "HITS"					200000	394532	+ 194532	97	50000	23935	- 26065	52
4. # CAND & NONCAND COMM CLASSES & PRESENTATIONS					30	26	- 4	13	30	34	+ 4	13
5. # OF ADVISORY OPINIONS RENDERED					5	0	- 5	100	10	2	- 8	80
6. # OF CONCILIATION AGREEMENTS					10	6	- 4	40	15	4	- 11	73
7. # OF FINES IMPOSED					500	180	- 320	64	100	50	- 50	50
8. # OF \$2 HAWAII INCOME TAX CHECK-OFFS					130000	70957	- 59043	45	85000	15403	- 69597	82
9. COMPLETION OF NONCAND & CAND WEB-BASED FILING SYS					0	0	+ 0	0	0	0	+ 0	0
10. # INDIVIDUALS TRAINED IN WEB-BASED FILING SYSTEMS					400	657	+ 257	64	200	347	+ 147	74

## VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010

11 01 04 01  
AGS 871

### PROGRAM TITLE: CAMPAIGN SPENDING COMMISSION

#### **PART I - EXPENDITURES AND POSITIONS**

The expenditure variances are attributable to furlough savings from all five staff members and savings in other current expenses.

#### **PART II - MEASURES OF EFFECTIVENESS**

Item 2: The variance is due to a realignment of the statistics measure from the number of reports filed to a percentage of disclosure reports filed. In FY 2008-09, 98% of required disclosure reports were filed.

Item 4: The variance is due to a change from a general estimate to an estimate with a specific basis for the statistical data, including classes provided, phone call assistance, walk-in assistance, and presentations to groups. The 10,000 planned amount was an overestimation from past practice that has been narrowed to a specific basis.

Items 5 and 6: The variance is due to increased complaints deriving from the 2008 election year. Investigations are counted when completed and will often carryover into the year following the election year.

Item 7: The variance is due to the unpredictability in the number of candidates that will accept public funding. No candidate is mandated to accept public funding, however any candidate with an opponent may qualify for public funding.

#### **PART III - PROGRAM TARGET GROUPS**

Item 1: The variance is due an overestimation of the number of candidates.

#### **PART IV - PROGRAM ACTIVITIES**

Item 2: The variance is due to a fewer number of candidates than estimated which resulted in a fewer number of reports to be filed and reviewed.

Item 3: The variance is due to increased advertising of our website in

newspapers, at presentation, in classes, mailouts, etc. Additionally, people who called our office for information were directed to our website for reference purposes.

Item 4: The variance is due to the addition of 13 new online training videos on our website beginning July 2008. Candidates, Committees, and the general public no longer had to attend classes or ask for presentations, but could instead watch the training videos online.

Item 5: The variance is due to no advisory opinions requested and completed.

Item 6: The variance is due to the dismissal of three complaints and the fine of \$50 in another, so that no conciliation agreements were required for these investigations.

Item 7: The variance is due to a change in the law to increase fines for late reports, which resulted in a drop in the number of late reports filed and number of fines imposed.

Item 8: The variance is due to two things: 1) the number of state income tax check-offs for the Hawaii Election Campaign Fund have been steadily declining almost since inception in the 1980's; and 2) effective January 1, 2009, the check-off increased from \$2 to \$3, so the number of people willing to check-off \$3 decreased.

Item 10: The variance is due to the increase in the number of candidates and treasurers trained in electronically filing required disclosure reports.

## VARIANCE REPORT

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	18.00	3.00	-	15.00	18.00	3.00	-	15.00	18.00	3.00	-	15.00
EXPENDITURES (\$1000's)	10,290	3,064	-	7,226	2,812	253	-	2,559	8,557	3,576	-	4,981
TOTAL COSTS												
POSITIONS	18.00	3.00	-	15.00	18.00	3.00	-	15.00	18.00	3.00	-	15.00
EXPENDITURES (\$1000's)	10,290	3,064	-	7,226	2,812	253	-	2,559	8,557	3,576	-	4,981

	FISCAL YEAR 2008-09				FISCAL YEAR 2009-10				
	PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%	
PART II: MEASURES OF EFFECTIVENESS									
1. # ELIG PERSONS REGIS AS % TOTAL ELIG TO VOTE	76	81	+	5	7	76	81	+	5
2. # REG VOTERS WHO VOTE AS % OF REGISTERED VOTERS	60	66	+	6	10	0	0	+	0
3. % OF MANUAL AUDIT PRECNTS MATCH COMP GEN RESULTS	100	100	+	0	0	0	0	+	0
4. % POLL BOOK AUDIT PRECNTS MATCH COMP GEN RESULTS	100	100	+	0	0	0	0	+	0
5. # COMPLAINTS & CHALLENGES TO ELECTION SYSTEM	3	1	-	2	67	0	0	+	0
6. # COMPLAINTS FILED & RESLVD AS % TOT COMPL RECD	100	0	-	100	100	100	+	0	

PART III: PROGRAM TARGET GROUP												
1. RESIDENTS ELIGIBLE TO VOTE (THOUSANDS)	848	848	+	0	0	848	848	+	0	0		

PART IV: PROGRAM ACTIVITY												
1. PRVD VTR REGIS SVCS TO QUAL CITIZENS (000'S)	650	691	+	41	6	650	691	+	41	6		
2. PROVIDE VOTER EDUCATION SERVICES (000'S)	650	691	+	41	6	650	691	+	41	6		
3. PROVIDE VOTER ORIENTATION TO NTRLZD CITS (000'S)	0	0	+	0	0	0	0	+	0	0		

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

11 01 04 02  
AGS 879

**PROGRAM TITLE: OFFICE OF ELECTIONS**

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### **PART I - EXPENDITURES AND POSITIONS**

The position variances are due to delays in the conversion of 15 exempt positions to civil service that was approved by the 2007 Legislature.

The expenditure variance for FY 2008-09 represents reduced expenditures due to cancellation of voting system contract. The variance for the first quarter of FY 2009-10 represents an overestimated other current costs expected in the quarter. The variance for the remaining nine months of FY 2009-10 represents an overestimated cost for the direct electronic voting and vote counting system.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 2: The variance represents an increase in voter turnout at the 2008 General Election.

Item 5: The variance represents overestimation in the number of challenges expected.

Item 6: The variance represents unresolved challenge to the election system.

### **PART III - PROGRAM TARGET GROUPS**

No variance in the Program Target Group.

### **PART IV - PROGRAM ACTIVITIES**

No significant variances.

## VARIANCE REPORT

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
<b>OPERATING COSTS</b>												
POSITIONS	473.50	443.50	- 30.00	6	455.50	406.00	- 49.50	11	455.50	411.00	- 44.50	10
EXPENDITURES (\$1000's)	635,655	523,574	- 112,081	18	64,311	7,699	- 56,612	88	194,282	247,955	+ 53,673	28
<b>TOTAL COSTS</b>												
POSITIONS	473.50	443.50	- 30.00	6	455.50	406.00	- 49.50	11	455.50	411.00	- 44.50	10
EXPENDITURES (\$1000's)	635,655	523,574	- 112,081	18	64,311	7,699	- 56,612	88	194,282	247,955	+ 53,673	28
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. AV ANNUAL RATE OF RETURN ON INVESTMENTS					3	2.54	- 0.46	15	3	1	- 2	67
2. AV LENGTH OF TIME BETWEEN AUDITS-DEPARTMENT AUDITS					0	0	+ 0	0	0	0	+ 0	0
3. WEIGHTED AVERAGE DAYS TO ISSUE REFUND					78	78	+ 0	0	64	64	+ 0	0

Intermediate Level Program  
No Narrative  
(See Lowest Level Programs for Explanation of Variances)

## VARIANCE REPORT

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
<b>OPERATING COSTS</b>												
POSITIONS	407.50	383.50	- 24.00	6	391.50	346.00	- 45.50	12	391.50	355.00	- 36.50	9
EXPENDITURES (\$1000's)	24,941	21,249	- 3,692	15	5,342	5,107	- 235	4	17,287	15,053	- 2,234	13
<b>TOTAL COSTS</b>												
POSITIONS	407.50	383.50	- 24.00	6	391.50	346.00	- 45.50	12	391.50	355.00	- 36.50	9
EXPENDITURES (\$1000's)	24,941	21,249	- 3,692	15	5,342	5,107	- 235	4	17,287	15,053	- 2,234	13
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. % OF RETURNS AUDITED RESULTING IN ADJUSTMENT					85	81	- 4	5	80	85	+ 5	6
2. PERCENT OF DELINQUENT TAXES COLLECTED					31	30	- 1	3	30	30	+ 0	0
3. WEIGHTED AVERAGE DAYS TO ISSUE REFUND					78	78	+ 0	0	64	64	+ 0	0

Intermediate Level Program  
No Narrative  
(See Lowest Level Programs for Explanation of Variances)

STATE OF HAWAII  
PROGRAM TITLE: TAXATION  
PROGRAM-ID: TAX-100  
PROGRAM STRUCTURE NO: 11020101

## VARIANCE REPORT

REPORT V61  
8/4/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
<b>OPERATING COSTS</b>												
POSITIONS	195.50	159.50	- 36.00	18	187.50	161.00	- 26.50	14	187.50	165.00	- 22.50	12
EXPENDITURES (\$1000's)	8,215	8,594	+ 379	5	2,235	2,201	- 34	2	6,636	5,555	- 1,081	16
<b>TOTAL COSTS</b>												
POSITIONS	195.50	159.50	- 36.00	18	187.50	161.00	- 26.50	14	187.50	165.00	- 22.50	12
EXPENDITURES (\$1000's)	8,215	8,594	+ 379	5	2,235	2,201	- 34	2	6,636	5,555	- 1,081	16
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. % OF RETURNS AUDITED AS % OF RETURNS FILED					0.4	2.52	+ 2.12	530	0.25	2.0	+ 1.75	700
2. % OF RETURNS AUDITED RESULTING IN ADJUSTMENTS					85	81	- 4	5	80	85	+ 5	6
3. % INCR/DECR IN TOTAL DELINQUENT TAXES OUTSTANDING					10	6	- 4	40	13	7	- 6	46
<b>PART III: PROGRAM TARGET GROUP</b>												
1. NO. OF ACTIVE BUSINESS LICENSES DURING FISCAL YEAR					517119	555289	+ 38170	7	517119	555000	+ 37881	7
2. TOTAL DELINQUENT TAXES OUTSTANDING DURING THE FY					360	398	+ 38	11	395	395	+ 0	0
<b>PART IV: PROGRAM ACTIVITY</b>												
1. NUMBER OF RETURNS AUDITED					0.1	0.1	+ 0	0	0.85	.85	+ 0	0
2. NUMBER OF ASSESSMENTS MADE					6500	22346	+ 15846	244	4500	22000	+ 17500	389
3. TOTAL AMOUNT OF COLLECTION MADE WITH ASSESSMENTS					65	33	- 32	49	40	40	+ 0	0
4. AMOUNT OF DELINQUENT TAXES COLLECTED					195	178	- 17	9	180	180	+ 0	0
5. NUMBER OF TAX LIENS FILED					5000	6048	+ 1048	21	5500	5500	+ 0	0
6. NUMBER OF LEVIES PROCESSED					3000	13257	+ 10257	342	3000	13000	+ 10000	333

## VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010

11 02 01 01  
TAX 100

### PROGRAM TITLE: TAXATION

#### PART I - EXPENDITURES AND POSITIONS

The variance in positions is due to unfunded positions which were abolished in FY 2010.

The decrease in FY 2010 expenditures is due to furloughs and reduction-in-force.

#### PART II - MEASURES OF EFFECTIVENESS

Item 1: The variance is due to a change in reporting methodology. The number of returns audited now represents the number of audit cases completed.

Item 3: Even though the delinquent tax balance increased due to the downturn in the economy, the increase did not rise to the planned level due to various initiatives such as Fresh Start, Settlement of Cases while in Audit, and litigation and settlement of old debt.

#### PART III - PROGRAM TARGET GROUPS

Item 2: The variance is due to the downturn in the economy and taxpayers' inability to fully pay their debt.

#### PART IV - PROGRAM ACTIVITIES

Item 2: Even though both Office and Field Audit staff are relatively new and currently undergoing training, they were able to increase their productivity through our limited scope theory of conducting audits.

Item 3: The variance is due to taxpayers disagreeing with our assessments and filing appeals.

Items 5 & 6: The variance is due to the ICS system, which has enhanced our ability to file liens and to pursue taxpayers and levy their accounts on a timely basis.

## STATE OF HAWAII

PROGRAM TITLE:

TAX SERVICES AND PROCESSING

PROGRAM-ID:

TAX-105

PROGRAM STRUCTURE NO: 11020103

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
<b>OPERATING COSTS</b>												
POSITIONS	138.00	126.00	- 12.00	9	138.00	123.00	- 15.00	11	138.00	127.00	- 11.00	8
EXPENDITURES (\$1000's)	7,450	6,142	- 1,308	18	1,472	1,456	- 16	1	4,957	4,174	- 783	16
<b>TOTAL COSTS</b>												
POSITIONS	138.00	126.00	- 12.00	9	138.00	123.00	- 15.00	11	138.00	127.00	- 11.00	8
EXPENDITURES (\$1000's)	7,450	6,142	- 1,308	18	1,472	1,456	- 16	1	4,957	4,174	- 783	16
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. AVE BUSINESS DAYS TO DEPOSIT CHECKS FROM TAXPAYERS					55	10	- 45	82	29	15	- 14	48
2. % NON-WORKLISTED REFUNDS COMPLETED IN 45 BUS DAYS					83	98	+ 15	18	30	10	- 20	67
3. AVERAGE CALL ANSWER RATE					61	79.30	+ 18.3	30	55	75	+ 20	36
4. AVE CAL DAYS TO RESPOND TO PAPR/ELEC CORRESPONDENCE					18	18	+ 0	0	25	25	+ 0	0
5. % INC/DEC ELECTRONIC FILINGS OVER PRIOR FISCAL YR					9	38	+ 29	322	20	4	- 16	80
<b>PART III: PROGRAM TARGET GROUP</b>												
1. NUMBER OF TAXPAYERS FILING SELECTED KEY RETURNS					1157000	1084344	- 72656	6	1215000	1085000	- 130000	11
2. NUMBER OF CALLERS REQUESTING PERSONAL ASSISTANCE					345000	266594	- 78406	23	300000	220000	- 80000	27
3. NO. OF PAPER & ELECTRONIC CORRESPONDENCE RECEIVED					90000	29790	- 60210	67	70000	30000	- 40000	57
<b>PART IV: PROGRAM ACTIVITY</b>												
1. NUMBER OF TAX RETURNS FILED					678000	674983	- 3017	0	770000	675000	- 95000	12
2. NO. TELEPHONE CALLS SERVICED BY CUSTOMER SVC REP					220000	212875	- 7125	3	165000	175000	+ 10000	6
3. NO. OF PAPER & ELECTRONIC CORRESPONDENCE RECEIVED					84000	29815	- 54185	65	70000	30000	- 40000	57

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: TAX SERVICES AND PROCESSING**

**11 02 01 03  
TAX 105**

### **PART I - EXPENDITURES AND POSITIONS**

The variance in expenditures is due to spending restrictions, reduction-in-force and furloughs.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: The variance is due to a concerted effort in giving a slightly higher prioritization to paper check remittances in FY 2009 as well as an increase in electronic filing remittances. In addition, the ITIMS Imaging System (IIS) technology continues to be further enhanced as we migrate away from our legacy system. The IIS technology provides increased processing efficiencies, especially for the rapid deposits and posting of taxpayers' checks.

Item 2: The variance is due to increased utilization and staff familiarization with technological advances made within the Department.

Item 3: The variance is due to decrease in callers requesting personal assistance.

Item 5: The variance is primarily due to the addition of an auto-calculation feature to GE web-fillable returns which significantly increased the number of GE filings in FY 2009. In addition, an increased acceptance of electronically filed returns and payments is slowly being realized by the public.

### **PART III - PROGRAM TARGET GROUPS**

Item 2: The variance is due to an overestimation of callers requesting personal assistance.

Item 3: The variance is attributable to taxpayers being able to reach a customer representative over the telephone, where historically, many resorted to written correspondence because of our previous long queue that required many to wait for long periods of time.

### **PART IV - PROGRAM ACTIVITIES**

Item 3: The variance is attributable to taxpayers being able to reach a customer representative over the telephone, where historically, many resorted to written correspondence because of our previous long queue that required many to wait for long periods of time.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO: 11020104

SUPPORTING SERVICES - REVENUE COLLECTIONS

TAX-107

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09					THREE MONTHS ENDED 09-30-09					NINE MONTHS ENDING 06-30-10				
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	74.00	98.00	+	24.00	32	66.00	62.00	-	4.00	6	66.00	63.00	-	3.00	5
EXPENDITURES (\$1000's)	9,276	6,513	-	2,763	30	1,635	1,450	-	185	11	5,694	5,324	-	370	6
TOTAL COSTS															
POSITIONS	74.00	98.00	+	24.00	32	66.00	62.00	-	4.00	6	66.00	63.00	-	3.00	5
EXPENDITURES (\$1000's)	9,276	6,513	-	2,763	30	1,635	1,450	-	185	11	5,694	5,324	-	370	6
						FISCAL YEAR 2008-09					FISCAL YEAR 2009-10				
						PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%
PART II: MEASURES OF EFFECTIVENESS															
1. PERCENT ERROR IN FORECASTING GENERAL FUND REVENUES						3	0.5	-	2.5	83	3	3	+	0	0
PART IV: PROGRAM ACTIVITY															
1. NUMBER OF TAX LAW CHANGES						60	4	-	56	93	20	4	-	16	80

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: SUPPORTING SERVICES - REVENUE COLLECTIONS**

**11 02 01 04  
TAX 107**

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### **PART I - EXPENDITURES AND POSITIONS**

The variance in positions is due to unfunded positions which were abolished in FY 2010. The variance in expenditures is due to spending restrictions, reduction-in-force and furloughs.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: The variance is due to the severity of the national and global economic downturn.

### **PART III - PROGRAM TARGET GROUPS**

No Program Target Groups.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: The variance is due to the increasing complexity of the tax law.

## VARIANCE REPORT

		FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10						
		BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%			
PART I: EXPENDITURES & POSITIONS RESEARCH & DEVELOPMENT COSTS POSITIONS EXPENDITURES (\$1,000's)  OPERATING COSTS POSITIONS EXPENDITURES (\$1000's)  TOTAL COSTS POSITIONS EXPENDITURES (\$1000's)																
		48.00	43.00	-	5.00	10	46.00	44.00	-	2.00	4	46.00	38.00	-	8.00	17
		3,248	2,803	-	445	14	761	761	+	0	0	2,372	2,039	-	333	14
		48.00	43.00	-	5.00	10	46.00	44.00	-	2.00	4	46.00	38.00	-	8.00	17
		3,248	2,803	-	445	14	761	761	+	0	0	2,372	2,039	-	333	14
						FISCAL YEAR 2008-09				FISCAL YEAR 2009-10						
						PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%			
PART II: MEASURES OF EFFECTIVENESS																
1. NO MEASURES HAVE BEEN DEVELOPED FOR THIS PROGRAM.						NO DATA	NO DATA	+	0	0	NO DATA	NO DATA	+	0	0	

Intermediate Level Program  
No Narrative  
(See Lowest Level Programs for Explanation of Variances)

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO:

STATEWIDE ACCOUNTING SERVICES

AGS-101

11020201

## VARIANCE REPORT

REPORT V61

8/4/10

PART I: EXPENDITURES & POSITIONS RESEARCH & DEVELOPMENT COSTS POSITIONS EXPENDITURES (\$1,000's)  OPERATING COSTS POSITIONS EXPENDITURES (\$1000's)  TOTAL COSTS POSITIONS EXPENDITURES (\$1000's)	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10						
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
	7.00	7.00	+	0.00	0	8.00	8.00	+	0.00	0	8.00	6.00	-	2.00	25
	562	519	-	43	8	150	150	+	0	0	488	420	-	68	14
	7.00	7.00	+	0.00	0	8.00	8.00	+	0.00	0	8.00	6.00	-	2.00	25
	562	519	-	43	8	150	150	+	0	0	488	420	-	68	14

PART II: MEASURES OF EFFECTIVENESS  1. % PROJECTS COMPL FOR NEW SYSTEMS/ENHANCE-GOAL 75% 2. % PROJECTS COMPL FOR ACCTG MANUALS/FORMS-GOAL 80%	FISCAL YEAR 2008-09				FISCAL YEAR 2009-10					
	PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%
	75	68	-	7	9	75	60	-	15	20
	80	75	-	5	6	80	70	-	10	13

PART III: PROGRAM TARGET GROUP 1. NO. OF REQUESTS TO DEV NEW SYSTEMS/MODIFY EXISTING 2. NO. REQUESTS NEW/CHANGES TO ACCOUNTNG MANUALS/FORM	9	10	+	1	11	8	9	+	1	13
	15	16	+	1	7	15	15	+	0	0

PART IV: PROGRAM ACTIVITY 1. NO. OF HOURS - DEV OF NEW SYTEMS/MODIFY EXISTING 2. NO. OF HOURS - MAINT/MGMT ACCOUNTING MANUALS/FORMS	2400	2870	+	470	20	2400	2200	-	200	8
	2500	2256	-	244	10	2400	2000	-	400	17

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

11 02 02 01  
AGS 101

**PROGRAM TITLE: STATEWIDE ACCOUNTING SERVICES**

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### **PART I - EXPENDITURES AND POSITIONS**

For Fiscal Year 2008-09, the variance in expenditures is due to the unexpended funds for emergency maintenance support services for the Financial Data Mart System.

For the three remaining quarters of Fiscal Year 2009-10, the variance in expenditures is due to the loss of the Secretary II and Accountant III positions as a result of the reduction-in-force (RIF) and furlough savings restrictions.

### **PART II - MEASURES OF EFFECTIVENESS**

Items 1 and 2: The variances for Fiscal Year 2009-10 are due to loss of the Secretary II and Accountant III positions as a result of the RIF and the reduction in hours as a result of the furloughs.

### **PART III - PROGRAM TARGET GROUPS**

Item 1: The variance for Fiscal Year 2008-09 is due to the actual number of requests. The variance for Fiscal Year 2009-10 is due to the projected increase in the number of requests.

### **PART IV - PROGRAM ACTIVITIES**

Items 1 and 2: The variances for Fiscal Year 2008-09 are due to the actual hours expended for each activity. The variances for Fiscal Year 2009-10 are due to loss of the Secretary II and Accountant III positions as a result of the RIF and the reduction in hours as a result of the furloughs.

## VARIANCE REPORT

	FISCAL YEAR 2008-09					THREE MONTHS ENDED 09-30-09					NINE MONTHS ENDING 06-30-10				
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	18.00	16.00	-	2.00	11	16.00	16.00	+	0.00	0	16.00	16.00	+	0.00	0
EXPENDITURES (\$1000's)	1,108	961	-	147	13	272	272	+	0	0	823	727	-	96	12
TOTAL COSTS															
POSITIONS	18.00	16.00	-	2.00	11	16.00	16.00	+	0.00	0	16.00	16.00	+	0.00	0
EXPENDITURES (\$1000's)	1,108	961	-	147	13	272	272	+	0	0	823	727	-	96	12

	FISCAL YEAR 2008-09					FISCAL YEAR 2009-10				
	PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%
PART II: MEASURES OF EFFECTIVENESS										
1. AV IN-HSE TIME FOR PAYMTS TO VENDORS-GOAL 5 WK DAY	5	5	+	0	0	5	5	+	0	0
2. % OF LATE PAYMENTS-GOAL 5% STATEWIDE	8	8	+	0	0	7	7	+	0	0
3. % OF PAYMT VOUCHER PROCESSED W/ NO ERRORS-GOAL 90%	95	98	+	3	3	96	96	+	0	0
PART III: PROGRAM TARGET GROUP										
1. NO. OF PAYMENT VOUCHERS PROCESSED (IN THOUSANDS)	87	85	-	2	2	87	87	+	0	0
PART IV: PROGRAM ACTIVITY										
1. NO. OF CONTRACTS EXAMINED	2300	2574	+	274	12	2400	2400	+	0	0
2. NO. OF PAYCHECKS ISSUED (IN THOUSANDS)	284	284	+	0	0	280	280	+	0	0
3. NO. OF CHECKS (NON-PAYROLL) ISSUED (IN THOUSANDS)	918	1336	+	418	46	918	900	-	18	2
4. NO. OF PAYMENTS MADE ELECTRONICALLY (IN THOUSANDS)	205	320	+	115	56	215	110	-	105	49

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: EXPENDITURE EXAMINATION**

**11 02 02 02  
AGS 102**

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### **PART I - EXPENDITURES AND POSITIONS**

For FY 2008-09, the variance in positions is due to the transfer of the Accountant to AGS 101 and the abolishment of the Pre-Audit Clerk II vacant position. The decrease in FY 2008-09 expenditures is due to the restriction placed to limit general fund expenditures from mid-May 2009 to June 2009.

For FY 2009-10, the variance in expenditures is due to the furlough reductions.

### **PART II - MEASURES OF EFFECTIVENESS**

No significant variances.

### **PART III - PROGRAM TARGET GROUPS**

For FY 2008-09, the slight decrease was due to restrictions placed on general fund expenditures.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: The increase in the number of contracts examined is attributed to the State's goal to increase capital improvement projects expenditures which directly impact the construction industry.

Item 3: The number of checks increased due to the higher number of unemployment claims filed and tax refunds paid in calendar year 2009.

Item 4: There was an increase in electronic payments due to the higher number of tax refunds paid in calendar year 2009. Decreases made to estimated non-payroll checks and electronic payments in FY 2009-10 are due to anticipated delays in paying calendar year 2009 individual tax refunds to July 2010.

## STATE OF HAWAII

PROGRAM TITLE:

RECORDING AND REPORTING

PROGRAM-ID:

AGS-103

PROGRAM STRUCTURE NO: 11020203

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
<b>OPERATING COSTS</b>												
POSITIONS	11.00	10.00	- 1.00	9	11.00	10.00	- 1.00	9	11.00	10.00	- 1.00	9
EXPENDITURES (\$1000's)	889	688	- 201	23	187	187	+ 0	0	540	457	- 83	15
<b>TOTAL COSTS</b>												
POSITIONS	11.00	10.00	- 1.00	9	11.00	10.00	- 1.00	9	11.00	10.00	- 1.00	9
EXPENDITURES (\$1000's)	889	688	- 201	23	187	187	+ 0	0	540	457	- 83	15
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. AV TIME TO ISSUANCE OF CAFR-GOAL 6 MONTHS					6	11	+ 5	83	6	11	+ 5	83
2. AV TIME TO ISSUANCE OF QTRLY FIN RPTS-GOAL 4 WEEKS					4	4	+ 0	0	4	4	+ 0	0
3. AV TIME TO POST ALLOTMENT DOCUMENTS-GOAL 3 WK DAYS					4	3	- 1	25	4	4	+ 0	0
<b>PART III: PROGRAM TARGET GROUP</b>												
1. NO. OF DEPTS/AGENCIES RECEIVING FINANCIAL REPORTS					36	36	+ 0	0	36	36	+ 0	0
2. NO. OF FINANCIAL REPORTS DISTRIBUTED TO DEPTS					11	11	+ 0	0	11	11	+ 0	0
<b>PART IV: PROGRAM ACTIVITY</b>												
1. NO. OF ALLOTMENT DOCUMENTS PROCESSED					3600	3559	- 41	1	3600	3900	+ 300	8

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: RECORDING AND REPORTING**

**11 02 02 03  
AGS 103**

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### **PART I - EXPENDITURES AND POSITIONS**

For FY 2008-09, the expenditure variance is primarily due to the program not obtaining an actuarial valuation study. An actuarial valuation study was not required to be completed because there were no significant changes in the State's medical benefit plan for retirees from the previous valuation.

There is no significant variance for the first quarter of FY 2009-10. The projected expenditure variance for the remainder of FY 2009-10 is due to a budget restriction for furlough savings.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: The variance in FY 2008-09 is the result of the late completion of the State's Comprehensive Annual Financial Report (CAFR) due to difficulties in implementing a new accounting standard on post-employment benefits and determining the fair value adjustment for certain investments held by the State. The variance in FY 2009-10 is the result of position vacancies during the preparation of the CAFR for the fiscal year ending June 30, 2009.

Item 3: The program was able to record allotment documents during FY 2008-09 in approximately three days compared to the planned four days.

### **PART III - PROGRAM TARGET GROUPS**

There are no significant variances in the program target group.

### **PART IV - PROGRAM ACTIVITIES**

There are no significant variances in program activities.

## STATE OF HAWAII

PROGRAM TITLE:

INTERNAL POST AUDIT

PROGRAM-ID:

AGS-104

PROGRAM STRUCTURE NO: 11020204

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
<b>OPERATING COSTS</b>												
POSITIONS	12.00	10.00	- 2.00	17	11.00	10.00	- 1.00	9	11.00	6.00	- 5.00	45
EXPENDITURES (\$1000's)	689	635	- 54	8	152	152	+ 0	0	521	435	- 86	17
<b>TOTAL COSTS</b>												
POSITIONS	12.00	10.00	- 2.00	17	11.00	10.00	- 1.00	9	11.00	6.00	- 5.00	45
EXPENDITURES (\$1000's)	689	635	- 54	8	152	152	+ 0	0	521	435	- 86	17
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. NO. OF DEPT AUDITS COMPLETED AS % OF TOTAL PLANNED					100	94	- 6	6	100	100	+ 0	0
2. NO. DEPT NEW AUDIT FINDINGS AS % FROM PRIOR YR'S					45	108	+ 63	140	45	75	+ 30	67
3. NO. DEPT AUDIT FINDINGS RESOLVED AS % TOTAL					45	38	- 7	16	45	35	- 10	22
4. AV LENGTH OF TIME BETWEEN AUDITS - DEPT AUDITS					0	0	+ 0	0	0	0	+ 0	0
5. NO. NON-DEPT AUDITS COMPLETED AS % PLANNED					100	100	+ 0	0	100	100	+ 0	0
6. NO. NON-DEPT NEW AUDIT FINDINGS AS % PRIOR YR'S					20	88	+ 68	340	20	75	+ 55	275
7. NO. NON-DEPT AUDIT FINDINGS RESOLVED AS % TOTAL					25	23	- 2	8	25	25	+ 0	0
8. AV LENGTH OF TIME BETWEEN AUDITS - NON-DEPT AUDITS					6	6	+ 0	0	6	6	+ 0	0
<b>PART III: PROGRAM TARGET GROUP</b>												
1. NUMBER OF DEPARTMENTAL AUDITS					32	18	- 14	44	32	18	- 14	44
2. NUMBER OF NON-DEPARTMENTAL AUDITS					306	298	- 8	3	306	298	- 8	3
3. NUMBER OF SPECIAL REQUEST AUDITS					10	10	+ 0	0	10	10	+ 0	0
<b>PART IV: PROGRAM ACTIVITY</b>												
1. FINANCIAL AUDITS					35	36	+ 1	3	35	3	- 32	91
2. COMPLIANCE AUDITS					30	30	+ 0	0	30	17	- 13	43
3. APPROVE ESTAB OF & INCREASE IN PETTY CASH FUNDS					10	10	+ 0	0	10	10	+ 0	0
4. RESOURCE TO DEPTS ON ACCOUNTING PRINCIPLES/STDs					5	5	+ 0	0	5	5	+ 0	0

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: INTERNAL POST AUDIT**

**11 02 02 04  
AGS 104**

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### **PART I - EXPENDITURES AND POSITIONS**

The variance of two vacant positions in FY 2008-09 was due to the positions being abolished effective July 1, 2009 and July 15, 2009. The variance of one position in the first quarter of FY 2009-10 was due to the vacant position being abolished effective July 15, 2009. The variance of five positions for the remaining three quarters in FY 2009-10 is due to one vacant position being abolished effective July 15, 2009 and four positions being abolished due to the reduction-in-force (RIF).

The significant variance anticipated in expenditures for the remaining three quarters in FY 2009-10 is due to the furlough savings.

### **PART II - MEASURES OF EFFECTIVENESS**

Items 2 and 3: The variances are due to a shortage of resources of State departments to properly process financial transactions and resolve past audit findings.

### **PART III - PROGRAM TARGET GROUPS**

Item 1: The variance is due to revising the number of department audits from 32 to 18.

### **PART IV - PROGRAM ACTIVITIES**

Items 1 and 2: The variance in FY 2009-10 is due to a decrease in the number of financial audits and compliance audits conducted as four positions used to conduct the audits are being abolished due to the RIF.

## VARIANCE REPORT

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	+ CHANGE	%	BUDGETED	ACTUAL	+ CHANGE	%	BUDGETED	ESTIMATED	+ CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
<b>OPERATING COSTS</b>												
POSITIONS	18.00	17.00	- 1.00	6	18.00	16.00	- 2.00	11	18.00	18.00	+ 0.00	0
EXPENDITURES (\$1000's)	607,466	499,522	- 107,944	18	58,208	1,831	- 56,377	97	174,623	230,863	+ 56,240	32
<b>TOTAL COSTS</b>												
POSITIONS	18.00	17.00	- 1.00	6	18.00	16.00	- 2.00	11	18.00	18.00	+ 0.00	0
EXPENDITURES (\$1000's)	607,466	499,522	- 107,944	18	58,208	1,831	- 56,377	97	174,623	230,863	+ 56,240	32
<b>PART II: MEASURES OF EFFECTIVENESS</b>					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	+ CHANGE	%	PLANNED	ESTIMATED	+ CHANGE	%
					NO DATA	NO DATA	+ 0	0	NO DATA	NO DATA	+ 0	0
1. NO MEASURES HAVE BEEN DEVELOPED FOR THIS PROGRAM												

**Intermediate Level Program  
No Narrative  
(See Lowest Level Programs for Explanation of Variances)**

## STATE OF HAWAII

PROGRAM TITLE:

FINANCIAL ADMINISTRATION

PROGRAM-ID:

BUF-115

PROGRAM STRUCTURE NO: 11020301

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	18.00	17.00	- 1.00	6	18.00	16.00	- 2.00	11	18.00	18.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	8,183	7,382	- 801	10	2,224	1,831	- 393	18	6,670	6,926	+ 256	4
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	18.00	17.00	- 1.00	6	18.00	16.00	- 2.00	11	18.00	18.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	8,183	7,382	- 801	10	2,224	1,831	- 393	18	6,670	6,926	+ 256	4
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. AV ANN RATE OF RETURN ON STATE TREASRY INVSTMTS					3	2.54	- 0.46	15	3	1	- 2	67
2. RATE OF INT PD ON STATE BONDS REL TO BOND INDEX(%)					90	90	+ 0	0	90	90	+ 0	0
3. % TREASURY TRANSACTNS UNRECONCILED AFTER 30 DAYS					8	8	+ 0	0	8	8	+ 0	0
4. %INCR IN NEW UNCLAIMED PROP HOLDER REPTS FILED					4	4	+ 0	0	4	4	+ 0	0
5. % INCR IN UNCLAIMED PROPERTY AMOUNTS REPORTED					1	1	+ 0	0	1	1	+ 0	0
6. %INCR IN RETURNS OF UNCLMD PROP TO RIGHTFUL OWNERS					4	4	+ 0	0	4	4	+ 0	0
<b>PART III: PROGRAM TARGET GROUP</b>												
1. STATE DEPARTMENTS					20	20	+ 0	0	20	20	+ 0	0
2. STATE INVESTMENT ACCOUNTS					9	9	+ 0	0	9	9	+ 0	0
3. STATE FUND INVESTMENTS (\$ MILLIONS)					1413	1413	+ 0	0	1413	1413	+ 0	0
4. LOCAL AND MAINLAND FINANCIAL INSTITUTIONS					11	11	+ 0	0	11	11	+ 0	0
5. UNCLAIMED PROPERTY HOLDERS					11800	11800	+ 0	0	11800	11800	+ 0	0
6. OWNERS OF UNCLAIMED PROPERTY					95000	95000	+ 0	0	95000	95000	+ 0	0
<b>PART IV: PROGRAM ACTIVITY</b>												
1. NO. OF STATE BOND ISSUES UNDERTAKEN					10	10	+ 0	0	8	8	+ 0	0
2. # STATE BOND CALLS AND/OR REDEMPTIONS INITIATED					0	0	+ 0	0	2	2	+ 0	0
3. NO. OF STATE BOND ACCOUNTS/HOLDERS SERVICED					30	30	+ 0	0	30	30	+ 0	0
4. AMOUNT OF STATE FUNDS MANAGED (IN MILLIONS)					3823	3823	+ 0	0	3823	3823	+ 0	0
5. NO. OF STATE AGENCY ACCOUNTS SERVICED					368	368	+ 0	0	368	368	+ 0	0
6. NO. OF UNCLAIMED PROPERTY CLAIMS PAID					9750	9750	+ 0	0	9750	9750	+ 0	0
7. AMOUNT OF UNCLAIMED PROPERTY CLAIMS PAID (000'S)					5940	5940	+ 0	0	5940	5940	+ 0	0

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: FINANCIAL ADMINISTRATION**

**11 02 03 01  
BUF 115**

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### **PART I - EXPENDITURES AND POSITIONS**

FY 2008-09

The variance in positions in FY 2009 was due to a vacant position. The variance in FY 2009 expenditures is primarily attributed to lower than anticipated expenditures for other current expenses.

FY 2009-10

The variances in the 1st quarter of FY 2010 is attributed to 2.00 vacant positions and lower than anticipated other current expenses paid during the 1st quarter than was planned. For the remainder of FY 2010, we anticipate to expend funds as planned.

### **PART II - MEASURES OF EFFECTIVENESS**

The variance in item 1 for FY 2009 is attributed to market driven investment yields that were lower than projected and reflect the difficulty of precise projections. Estimates for FY 2010 take into consideration current lower interest rate trends.

### **PART III - PROGRAM TARGET GROUPS**

No variances.

### **PART IV - PROGRAM ACTIVITIES**

No variances.

STATE OF HAWAII

PROGRAM TITLE:

DEBT SERVICE PAYMENTS

PROGRAM-ID:

BUF-915

PROGRAM STRUCTURE NO:

11020302

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	0.00	0.00	+ 0.00	0								
EXPENDITURES (\$1000's)	599,283	492,140	- 107,143	18								
TOTAL COSTS												
POSITIONS	0.00	0.00	+ 0.00	0								
EXPENDITURES (\$1000's)	599,283	492,140	- 107,143	18								
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. NO MEASURES HAVE BEEN DEVELOPED FOR THIS PROGRAM					NO DATA	NO DATA	+ 0	0	NO DATA	NO DATA	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010

**PROGRAM TITLE: DEBT SERVICE PAYMENTS**

11 02 03 02  
BUF 915

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### **PART I - EXPENDITURES AND POSITIONS**

FY 2008-09

The variance in FY 09 debt service expenditures are due to savings due to lower actual interest rates than were used as assumptions for the FY 2009 budgeted debt service costs.

### **PART II - MEASURES OF EFFECTIVENESS**

This is a new program ID established by the 2007 Legislature; as such, no measures of effectiveness are available for this program.

### **PART III - PROGRAM TARGET GROUPS**

This is a new program ID established by the 2007 Legislature; as such, no program target groups are available for this program.

### **PART IV - PROGRAM ACTIVITIES**

This is a new program ID established by the 2007 Legislature; as such, no program activities are available for this program.

STATE OF HAWAII

PROGRAM TITLE:

DEBT SERVICE PAYMENTS

PROGRAM-ID:

BUF-721

PROGRAM STRUCTURE NO: 11020303

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS					0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0
EXPENDITURES (\$1000's)					55,984	0	- 55,984	100	167,953	223,937	+ 55,984	33
TOTAL COSTS												
POSITIONS					0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0
EXPENDITURES (\$1000's)					55,984	0	- 55,984	100	167,953	223,937	+ 55,984	33
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. NEW PROGRAM ID ESTABLISHED BY 2009 LEGISLATURE					NO DATA	NO DATA	+ 0	0	NO DATA	NO DATA	+ 0	0

## VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010

11 02 03 03  
BUF 721

**PROGRAM TITLE: DEBT SERVICE PAYMENTS**

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### **PART I - EXPENDITURES AND POSITIONS**

The variance in the FY 10 first quarter expenditure for debt service is attributed to planned first quarter amounts that were not needed until the second quarter.

### **PART II - MEASURES OF EFFECTIVENESS**

This is a new program ID that was established by the 2009 Legislature. No measures of effectiveness data is available for this program.

### **PART III - PROGRAM TARGET GROUPS**

This is a new program ID that was established by the 2009 Legislature. No program target group data is available for this program.

### **PART IV - PROGRAM ACTIVITIES**

This is a new program ID that was established by the 2009 Legislature. No program activities data is available for this program.

## VARIANCE REPORT

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	+ CHANGE	%	BUDGETED	ACTUAL	+ CHANGE	%	BUDGETED	ESTIMATED	+ CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
<b>OPERATING COSTS</b>												
POSITIONS	1,231.28	1,117.75	- 113.53	9	1,192.28	1,100.25	- 92.03	8	1,192.28	999.00	- 193.28	16
EXPENDITURES (\$1000's)	1,214,389	1,153,346	- 61,043	5	157,283	146,058	- 11,225	7	495,402	457,688	- 37,714	8
<b>TOTAL COSTS</b>												
POSITIONS	1,231.28	1,117.75	- 113.53	9	1,192.28	1,100.25	- 92.03	8	1,192.28	999.00	- 193.28	16
EXPENDITURES (\$1000's)	1,214,389	1,153,346	- 61,043	5	157,283	146,058	- 11,225	7	495,402	457,688	- 37,714	8
<b>PART II: MEASURES OF EFFECTIVENESS</b>					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	+ CHANGE	%	PLANNED	ESTIMATED	+ CHANGE	%
1. % STATE AGENCIES W/APPROVED RETENTION SCHEDULES					29	29	+ 0	0	29	29	+ 0	0
2. AVE TURNAROUND TIME TO REFER ELIGIBLES					21	NO DATA	- 21	100	21	NO DATA	- 21	100
3. % CONTRACT GRIEVANCES SETTLED W/O 3RD PARTY ASST					90	97	+ 7	8	90	95	+ 5	6
4. AV PRE-BID CONSTRUCTION EST AS % OF AV BID PRICE					100	123	+ 23	23	100	100	+ 0	0

Intermediate Level Program  
No Narrative  
(See Lowest Level Programs for Explanation of Variances)

## STATE OF HAWAII

PROGRAM TITLE:

LEGAL SERVICES

PROGRAM-ID:

ATG-100

PROGRAM STRUCTURE NO: 110301

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	336.28	305.25	- 31.03	9	329.28	298.25	- 31.03	9	329.28	295.00	- 34.28	10
<b>EXPENDITURES (\$1000's)</b>	47,775	35,819	- 11,956	25	12,221	8,477	- 3,744	31	36,644	25,968	- 10,676	29
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	336.28	305.25	- 31.03	9	329.28	298.25	- 31.03	9	329.28	295.00	- 34.28	10
<b>EXPENDITURES (\$1000's)</b>	47,775	35,819	- 11,956	25	12,221	8,477	- 3,744	31	36,644	25,968	- 10,676	29
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. # OF CASES SETTLED, TRIED OR DECIDED					25800	25620	- 180	1	25800	25000	- 800	3
2. # OF INVESTIGATIONS COMPLETED					4500	4236	- 264	6	4500	4800	+ 300	7
3. # LEGAL OPINIONS & ADVICE ISSUED					2350	2299	- 51	2	2350	2250	- 100	4
4. #CONTRACTS, RULES REVIEWED AND/OR APPROVED					6250	6878	+ 628	10	6250	6200	- 50	1
5. # OF LEGISLATIVE BILLS REVIEWED					8300	10354	+ 2054	25	10300	8500	- 1800	17
6. \$ AMOUNT OF JUDGMENTS COLLECTED FOR THE STATE					34000	26529	- 7471	22	31000	25500	- 5500	18
7. CIV RECOVERIES DIV EFF RATNG:COLL OVER EXPENSE (%)					8.5	8.4	- 0.1	1	9	9.0	+ 0	0
<b>PART III: PROGRAM TARGET GROUP</b>												
1. EMPLOYEES AND OFFICERS OF STATE GOVERNMENT					73000	73000	+ 0	0	73000	73000	+ 0	0
2. PEOPLE OF HAWAII (MILLIONS)					1.300	1.300	+ 0	0	1.300	1.300	+ 0	0
<b>PART IV: PROGRAM ACTIVITY</b>												
1. # HOURS-PREP/APPR FOR ADMIN HRG, PUB MTG, CT APP					78000	84021	+ 6021	8	78000	78000	+ 0	0
2. # HOURS - LEGAL RESEARCH, FACT GATHERING/DISCOVERY					94000	83958	- 10042	11	94000	82000	- 12000	13
3. # HOURS-LEGAL OPINIONS, ADVICE ISSUED					31000	32052	+ 1052	3	31000	30000	- 1000	3
4. # HOURS-REVIEW, APPROVAL OF RULES					30000	32418	+ 2418	8	30000	30000	+ 0	0
5. # HOURS-MATTERS RELATING TO CONTRACTS					12000	12410	+ 410	3	12000	12000	+ 0	0
6. # HOURS-MATTERS RELATING TO LEGISLATION					11000	11062	+ 62	1	11000	10000	- 1000	9

## VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010

**PROGRAM TITLE: LEGAL SERVICES**

11 03 01  
ATG 100

### **PART I - EXPENDITURES AND POSITIONS**

furlough, and the continuing hiring freeze.

In FY 2009, there was an expenditure variance of \$12.0 million. This variance consisted of: 1) Interdepartmental - \$4.4 million; 2) Federal - \$2.6 million; 3) Trust - \$3.0 million; and 4) Revolving - \$2.2 million. As of June 30, 2009, the Legal Services Division had thirty-one permanent position vacancies, of which seven were Deputy Attorneys General, thirteen were professional, and eleven were clerical.

In FY 2010, we estimate an under budget expenditure variance of \$14.4 million. This variance is anticipated due to: 1) Interdepartmental - \$4.5 million due to departments recording their payments to us as expense reimbursements, rather than revenues (we are working with DAGS to have this procedure corrected); 2) Federal - \$3.5 million; 3) Trust - \$3.0 million; 4) Revolving - \$1.8 million; and 5) ARRA - \$2.0 million. As of the end of the first quarter, the department had thirty-one permanent position vacancies, of which eleven were Deputy Attorneys General, fourteen professional, and six clerical.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 5: The actual number of legislative bills for review increased due to more bills being introduced by the Legislature.

Item 6: The amount of judgments collected for the State was 22% (\$7.5 million) below plan in FY 2009 and reduced 18% (\$5.5 million) in FY 2010 due to collections on the Rightstar Consolidated Cases being erroneously included in collection for the State, when the funds actually go to the Trust for the beneficiaries.

### **PART III - PROGRAM TARGET GROUPS**

No significant variances.

### **PART IV - PROGRAM ACTIVITIES**

Item 2: The actual hours for legal research, fact finding, and discovery declined by 11% and are expected to decline further due to vacancies,

## STATE OF HAWAII

PROGRAM TITLE:

INFORMATION PROCESSING SERVICES

PROGRAM-ID:

AGS-131

PROGRAM STRUCTURE NO:

110302

## VARIANCE REPORT

REPORT V61

8/4/10

PART I: EXPENDITURES & POSITIONS RESEARCH & DEVELOPMENT COSTS POSITIONS EXPENDITURES (\$1,000's)	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10					
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%		
OPERATING COSTS POSITIONS EXPENDITURES (\$1000's)	203.00 18,013	180.00 16,231	- 23.00 - 1,782	11 10	190.00 3,892	177.00 3,891	- 13.00 - 1	7 0	190.00 13,533	133.00 9,323	- 57.00 - 4,210	30 31		
TOTAL COSTS POSITIONS EXPENDITURES (\$1000's)	203.00 18,013	180.00 16,231	- 23.00 - 1,782	11 10	190.00 3,892	177.00 3,891	- 13.00 - 1	7 0	190.00 13,533	133.00 9,323	- 57.00 - 4,210	30 31		
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10					
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%		
PART II: MEASURES OF EFFECTIVENESS														
1. REQUESTS FOR IP SVCS COMPLTD ON SCHED AS % TTL CMP					81	83	+	2	2	82	81	-	1	1
2. % OF PRODUCTION JOBS RUN ON SCHEDULE					99	99	+	0	0	99	99	+	0	0
3. PRODUCTION JOBS RERUN AS % OF TOTAL PRODUCTION JOB					1	1	+	0	0	1	1	+	0	0
4. COMPUTER DOWNTIME AS % OF TOTAL OPERATIONAL TIME					1	1	+	0	0	1	1	+	0	0
5. # TROUBLE CALLS RESOLVED AS % CALLS RECD BY NCU					100	100	+	0	0	100	100	+	0	0
6. USER EVALUATION OF QUALITY OF COMMUNICTN SVCS					87	87	+	0	0	85	87	+	2	2
PART III: PROGRAM TARGET GROUP														
1. STATE USER AGENCIES					21	21	+	0	0	21	21	+	0	0
PART IV: PROGRAM ACTIVITY														
1. # COMPUTERS SPPTD AT STATE'S CENTRAL COMP FACILITY					270	290	+	20	7	30	300	+	270	900
2. NUMBER OF REFERRALS/REQUESTS REVIEWED					55	48	-	7	13	55	20	-	35	64
3. NUMBER OF IP APPLICATIONS DEVELOPED & MAINTAINED					76	78	+	2	3	72	78	+	6	8
4. # OF TROUBLE CALLS REC'D BY NETWORK CONTROL UNIT					12000	12000	+	0	0	12000	12000	+	0	0
5. # OF REPAIR & MAINTENANCE SERVICE CALLS RECEIVED					2800	2784	-	16	1	2750	2750	+	0	0
6. TOTAL NO. OF TELEPHONE STATIONS					18000	18000	+	0	0	18000	18000	+	0	0
7. TOTAL NO. OF VIDEO CONF CTRS ON NETWORKS					6	6	+	0	0	6	6	+	0	0
8. TOTAL NUMBER OF MICROWAVE SITES					15	15	+	0	0	15	15	+	0	0
9. TOTAL NO. OF IT STRATEGIC PLANNING MEETINGS					12	11	-	1	8	12	11	-	1	8

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: INFORMATION PROCESSING SERVICES**

**11 03 02  
AGS 131**

### **PART I - EXPENDITURES AND POSITIONS**

The variance in positions for FY 2008-09 and the first quarter of FY 2009-10 is due to ongoing vacancies and layoffs. Recruitment of information technology positions has been delayed due to the hiring restrictions that have been put in place.

The variance in expenditure in the first quarter of FY 2009-10 reflects the ongoing vacancies and the deferral of costs due to credit transactions or incomplete contractual agreements. The variance in the last three quarters of FY 2009-10 reflects deferred contractual costs that will be incurred later in the fiscal year.

### **PART II - MEASURES OF EFFECTIVENESS**

There are no significant variances in the program activities.

### **PART III - PROGRAM TARGET GROUPS**

There is no variance in the program target group.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: This number has risen due to a correction in count process to more closely align with the defined activity as well as new systems added by Department of Transportation and Hawaii Criminal Justice Data Center. The number does not include the number of attached peripherals (tape systems, disk systems, printers, etc) attached to those devices.

Item 2: This item has decreased due to the current fiscal restrictions and reductions.

Item 5: We believe that the decrease in calls is a direct result of the increased stability and resiliency provided by better processes and improved network design.

## STATE OF HAWAII

PROGRAM TITLE:

ARCHIVES - RECORDS MANAGEMENT

PROGRAM-ID:

AGS-111

PROGRAM STRUCTURE NO: 110303

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	20.00	18.00	- 2.00	10	20.00	17.00	- 3.00	15	20.00	16.00	- 4.00	20
<b>EXPENDITURES (\$1000's)</b>	899	841	- 58	6	205	205	+ 0	0	700	582	- 118	17
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	20.00	18.00	- 2.00	10	20.00	17.00	- 3.00	15	20.00	16.00	- 4.00	20
<b>EXPENDITURES (\$1000's)</b>	899	841	- 58	6	205	205	+ 0	0	700	582	- 118	17

  

	FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
	PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>								
1. % OF STATE AGENCY/SUBDIV W/APPROVED RETEN SCHDLS	29	29	+ 0	0	30	29	- 1	3
2. % OF STORAGE CAPACITY FILLED AT RECORDS CENTER	75	75	+ 0	0	75	83	+ 8	11
3. % REC DISPOSED AT REC CTR % TOT REC ELIG FOR DEST	60	57	- 3	5	0	0	+ 0	0
4. % AT-RISK HOLD APPROPRIATELY TREATED/HOUSED/REFOR	4	1	- 3	75	5	1	- 4	80
5. % OF HOLDINGS DESCRIBED IN ONLINE CATALOG	65	65	+ 0	0	65	65	+ 0	0
6. % OF HOLDINGS DESCRIBED IN FINDING AIDS	95	95	+ 0	0	93	90	- 3	3
7. % OF CUSTOMER REQ SVCD IN A TIMELY/ACCURATE MANNER	95	95	+ 0	0	95	90	- 5	5
8. # ARTIFACTS ON LOAN TO HIST SITES & MUSEUMS	717	717	+ 0	0	717	719	+ 2	0

  

<b>PART III: PROGRAM TARGET GROUP</b>								
1. # OF STATE AGENCIES AND THEIR SUBDIVISIONS (BRANCH	1000	1000	+ 0	0	1000	1000	+ 0	0
2. # OF CUSTOMERS/STAKEHOLDERS (SERVICED)	12000	9830	- 2170	18	12000	9000	- 3000	25
3. # OF RECORDS IN ARCHIVES (CUBIC FEET)	10451	10543	+ 92	1	10850	10620	- 230	2
4. # OF REC AT STATE REC CTR ELIG FOR DISPOS DUR FY	8300	10840	+ 2540	31	8300	15797	+ 7497	90
5. # ONLINE USERS ACCESSING ARCHIVES CATALOG/WEBSITE	60000	120259	+ 60259	100	61000	317000	+ 256000	420
6. # PUBLICATIONS/DOCUMENTARIES USING ARCHIVES MATER	24	24	+ 0	0	24	24	+ 0	0

  

<b>PART IV: PROGRAM ACTIVITY</b>								
1. NUMBER OF RECORDS STORED (CUBIC FEET)	45000	47000	+ 2000	4	47000	50000	+ 3000	6
2. NUMBER OF RECORDS SERIES SCHEDULED/REVISED	15	26	+ 11	73	15	10	- 5	33
3. RECORDS RETRIEVED BY RECORDS CENTER	3400	2892	- 508	15	3500	3400	- 100	3
4. RECORDS DISPOSED BY RECORDS CENTER (CUBIC FEET)	2000	2907	+ 907	45	0	0	+ 0	0
5. SVC CUSTOMERS AT HIST REC BR (# OF RETRIEVALS)	25000	24606	- 394	2	25000	23800	- 1200	5
6. MAKE AT-RISK HOLD ACCESS THRU PRESERVATION TREAT	70000	17332	- 52668	75	15000	20800	+ 5800	39
7. PROVIDE ACCESS TO HOLD INFO THRU ONLINE CATALOG	400	1175	+ 775	194	400	750	+ 350	88
8. PROVIDE ACCESS TO REC THRU DESC FINDING AIDS	100	101	+ 1	1	100	35	- 65	65
9. COLLECT/PRES PERM/HIST REC OF STATE GOV	100	103	+ 3	3	300	70	- 230	77
10. # RECORDS AVAILABLE ONLINE FOR RESEARCH	90000	117466	+ 27466	31	105000	140000	+ 35000	33

## VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010

**PROGRAM TITLE: ARCHIVES - RECORDS MANAGEMENT**

**11 03 03  
AGS 111**

### **PART I - EXPENDITURES AND POSITIONS**

Variance in position count for FY 2008-09, the first quarter of FY 2009-10 and the remainder of the fiscal year are due to executive budget reductions. The Archives lost four positions, two through the reduction-in-force and two vacant positions were abolished.

Expenditures for FY 2009-10 are less than anticipated due to furlough savings and lost positions.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 2: The variance in FY 2009-10 is due to no funding available for records disposal due to budget cuts.

Item 4: The variance for FY 2008-09 is due to over ambitious plan for treatment of holdings and sickness and resignation of one staff and delay in filling vacant position. A variance is also anticipated for FY 2009-10 due to reduced staffing for treatment.

### **PART III - PROGRAM TARGET GROUPS**

Item 2: Variance for FY 2008-09 is due to fewer customers visiting the archives. A greater reduction is anticipated for FY 2009-10 due to fewer people coming in on Fridays because they are not sure which are furlough Fridays.

Item 4: The variance in FY 2008-09 is a result of a 25% reduction in disposal budget which resulted in fewer records being disposed. Since there is no budget for disposal in FY 2009-10, the number of records eligible for disposal will continue to grow.

Item 5: The number of users who search the archives catalog and website increases as more content is added to our website. This number is unpredictable. We had a 100% increase in the number of searches in FY 2008-09 and have adjusted our estimated amount to reflect an increase for FY 2009-10.

### **PART IV - PROGRAM ACTIVITIES**

Item 2: The variance for FY 2008-09 is due to more records being scheduled than anticipated. For FY 2009-10, the variance is due to the loss of an archivist position.

Item 3: The variance for FY 2008-09 was due to fewer requests for records.

Item 4: The variance for FY 2008-09 is due to staff efforts in over-stuffing partially-filled boxes of records to be shredded resulting in more records being shredded per box.

Item 6: The variance in FY 2008-09 reflects a change in staffing levels to scan. For FY 2009-10 we adjusted our base scanning amount to 20,800 due to the addition of a volunteer.

Item 7: The variance for FY 2008-09 is due to filling of a vacant archivist position who concentrated their time on fixing catalog records for an unanticipated software change. For the first half of FY 2009-10, this process continued and 88% more records are anticipated to be cataloged.

Item 8: The variance for FY 2009-10 is due to staff cutbacks that leave less time to process records and an emphasis on preparing records for online access.

Item 9: The variance for FY 2009-10 is due to fewer records being transferred than anticipated, in particular a delay in the Legislative records being transferred.

Item 10: The variance for FY 2008-09 is due to more records than anticipated being prepared for uploading to the web. For FY 2009-10, we have adjusted our estimates upwards to 140,000 records.

## STATE OF HAWAII

PROGRAM TITLE:

WIRELESS ENHANCED 911 BOARD

PROGRAM-ID:

AGS-891

PROGRAM STRUCTURE NO:

110304

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10						
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%			
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	0.00	0.00	+	0.00	0	0.00	0.00	+	0.00	0	0.00	0.00	+	0.00	0
EXPENDITURES (\$1000's)	9,000	21,722	+	12,722	141	2,250	667	-	1,583	70	6,750	8,333	+	1,583	23
TOTAL COSTS															
POSITIONS	0.00	0.00	+	0.00	0	0.00	0.00	+	0.00	0	0.00	0.00	+	0.00	0
EXPENDITURES (\$1000's)	9,000	21,722	+	12,722	141	2,250	667	-	1,583	70	6,750	8,333	+	1,583	23
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10						
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%			
PART II: MEASURES OF EFFECTIVENESS															
1. % PUB SAFETY ANSWERING PTS THT ARE PH II COMPLIANT					95	95	+	0	0	95	95	+	0	0	0
2. % WIRELSS SERV PROVIDERS COMPLIANT W/ LEAST 1 PSAP					95	95	+	0	0	95	95	+	0	0	0
3. # WSPS THAT ARE PHASE II COMPLIANT WITH ALL PSAPS					95	95	+	0	0	95	95	+	0	0	0
4. EST % CELL PH USERS W/WIRELESS ENHANCED 911 PHII					95	95	+	0	0	95	95	+	0	0	0
PART III: PROGRAM TARGET GROUP															
1. PUBLIC SAFETY ANSWERING POINTS - NUMBER					7	7	+	0	0	7	7	+	0	0	0
2. WIRELESS SERVICE PROVIDERS - NUMBER					7	9	+	2	29	7	9	+	2	29	29
PART IV: PROGRAM ACTIVITY															
1. TOTAL \$ AMT OF SURCHARGE COLLECTIONS IN FISCAL YR					7330000	8133833	+	803833	11	7480000	8300000	+	820000	11	11
2. TOTAL \$ AMT DISBURSED TO PSAPS IN THE FISCAL YEAR					1500000	3746183	+	2246183	150	1500000	7655582	+	6155582	410	410
3. TOTAL \$ AMT DISBURSED TO WSPS IN THE FISCAL YEAR					698000	406122	-	291878	42	712000	165227	-	546773	77	77
4. TOT \$ AMT DISBURSED BRD ADMIN MATTERS IN FY (\$000)					332	17569	+	17237	5192	338	1179	+	841	249	249

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: WIRELESS ENHANCED 911 BOARD**

**11 03 04  
AGS 891**

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### **PART I - EXPENDITURES AND POSITIONS**

The expenditure variance in FY 2008-09 is due to the following: 1) transfer of \$16 million to the State general fund pursuant to Act 79, SLH 2009; 2) miscalculation in the timing of CAD equipment and software replacements and the magnitude of CAD maintenance; most of the CAD replacements will take place in FYs 2009-10 and 2010-11; and 3) Public Safety Answering Points (PSAP) was not fully aware of the options in regards to reimbursement of eligible items from the Wireless Enhancement 911 fund.

### **PART II - MEASURES OF EFFECTIVENESS**

No variances in Measures of Effectiveness.

### **PART III - PROGRAM TARGET GROUPS**

Item 2: The number of wireless service providers (WSP) have increased slightly due to their faster than anticipated expansion in market share.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: The variance is due to a faster than anticipated growth of user base resulting in an increase in surcharge collections.

Item 2: The variance is due to the increase in number of PSAP disbursements due to reduced alternative funding and obsolescence of CAD equipment for FY 2008-09 and FY 2009-10.

Item 3: The variance is due to the decrease in WSP due mainly to lower incentives to access this source of funding for FY 2008-09 and FY 2009-10.

Item 4: The variance is due to the requirement of the Board to transfer \$16 million to the State's general fund.

## VARIANCE REPORT

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
<b>OPERATING COSTS</b>												
POSITIONS	112.00	108.00	- 4.00	4	112.00	107.00	- 5.00	4	112.00	92.00	- 20.00	18
EXPENDITURES (\$1000's)	22,126	15,430	- 6,696	30	3,994	3,994	+ 0	0	17,143	16,238	- 905	5
<b>TOTAL COSTS</b>												
POSITIONS	112.00	108.00	- 4.00	4	112.00	107.00	- 5.00	4	112.00	92.00	- 20.00	18
EXPENDITURES (\$1000's)	22,126	15,430	- 6,696	30	3,994	3,994	+ 0	0	17,143	16,238	- 905	5
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. # OF GRV PER 1000 EMPLOYEE IN BRGNING UNITS UNDR HRD					20	13	- 7	35	25	30	+ 5	20
2. % CERTIF ISSUD W/IN 95 CALNDR DAYS LIST NOT EXIST					30	25	- 5	17	30	30	+ 0	0

Intermediate Level Program  
No Narrative  
(See Lowest Level Programs for Explanation of Variances)

## STATE OF HAWAII

PROGRAM TITLE:

WORKFORCE ATTR, SELECT, CLASS &amp; EFFECT

PROGRAM-ID:

HRD-102

PROGRAM STRUCTURE NO: 11030501

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	99.00	95.00	- 4.00	4	99.00	94.00	- 5.00	5	99.00	81.00	- 18.00	18
<b>EXPENDITURES (\$1000's)</b>	20,608	13,979	- 6,629	32	3,664	3,664	+ 0	0	15,922	15,143	- 779	5
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	99.00	95.00	- 4.00	4	99.00	94.00	- 5.00	5	99.00	81.00	- 18.00	18
<b>EXPENDITURES (\$1000's)</b>	20,608	13,979	- 6,629	32	3,664	3,664	+ 0	0	15,922	15,143	- 779	5
	FISCAL YEAR 2008-09				FISCAL YEAR 2009-10							
	PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%				
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. % CERTIF ISSUD W/IN 5 CALNDR DAYS WHERE LIST EXIST	75	96	+ 21	28	75	75	+ 0	0				
2. % CERTIF ISSUD W/IN 95 CALNDR DAYS LIST NOT EXIST	30	25	- 5	17	30	30	+ 0	0				
3. % OF SELECTION ACTIONS TAKEN CHANGED BY APPEAL	1	0	- 1	100	1	1	+ 0	0				
4. % OF CLASSIF ACTNS FOR FILLED PSNS COMPLTD IN 6 MO	95	93	- 2	2	95	90	- 5	5				
5. % OF CLASSF ACTNS FOR NEW & VAC PSNS COMPL IN 3 MO	95	81	- 14	15	95	85	- 10	11				
6. % CLASSIFICATION ACTIONS TAKEN CHANGED BY APPEAL	1	0	- 1	100	1	1	+ 0	0				
7. EMPLOYEES TRAINED AS A % OF TOTAL WORKFORCE	20	30	+ 10	50	20	16	- 4	20				
8. % CONTRACT GRIEVANCES SETTLED W/O 3RD PARTY ASSTNC	90	97	+ 7	8	90	95	+ 5	6				
9. # GRIEV PER 1,000 EMPLOYEES IN BU'S UNDR DHRD JURIS	20	13	- 7	35	25	25	+ 0	0				
10. RATIO OF OPEN CLAIMS CLOSED DURING THE FISCAL YEAR	1	1	+ 0	0	1	1	+ 0	0				
<b>PART III: PROGRAM TARGET GROUP</b>												
1. VACANCIES TO BE FILLED BY ELIGBLS & NON-COMP ACTNS	1800	1512	- 288	16	1500	1300	- 200	13				
2. NUMBER OF CIVIL SERVICE POSITIONS	18000	18396	+ 396	2	18300	15600	- 2700	15				
3. NUMBER OF NEW CIVIL SERVICE POSITIONS	200	95	- 105	53	100	60	- 40	40				
4. EMPLOYEES IN THE CENTRALIZED MANAGEMENT GROUP	17541	17558	+ 17	0	17541	16220	- 1321	8				
5. NUMBER OF CIVIL SERVICE CLASSES	1550	1573	+ 23	1	1575	1550	- 25	2				
6. CIVIL SERVICE EMPLOYEES	15270	15143	- 127	1	15270	13867	- 1403	9				
7. EXEMPT SERVICE EMPLOYEES	1771	1915	+ 144	8	1771	1853	+ 82	5				
8. MIDDLE MANAGEMENT EMPLOYEES	371	366	- 5	1	371	330	- 41	11				
9. FIRST-LINE SUPERVISORY EMPLOYEES	1349	1381	+ 32	2	1349	1267	- 82	6				
10. NON-MANAGEMENT EMPLOYEES	15321	15311	- 10	0	15321	14123	- 1198	8				
<b>PART IV: PROGRAM ACTIVITY</b>												
1. NO. APPLICANTS RECRUITD OR LOCATD (APPLC RECEIVD)	23000	26723	+ 3723	16	25000	2300	- 22700	91				
2. NO. APPLICNTS EXAMIND (TOTL EXAMINED BY ALL MEANS)	12000	26439	+ 14439	120	12000	NO DATA	- 12000	100				
3. # QUAL APPS REFRRD FOR PLACEMENT(ELIGBLS REFERRED)	30000	44932	+ 14932	50	45000	NO DATA	- 45000	100				
4. NUMBER OF POSITION CLASSIFICATION ACTIONS TAKEN	2100	1852	- 248	12	2100	1800	- 300	14				
5. NUMBER OF CLASSIFICATION SPECIFICATIONS COMPLETED	180	189	+ 9	5	120	100	- 20	17				
6. NO. OF EXEMPT POSITION REQUESTS ANALYZED/REVIEWED	2000	2189	+ 189	9	1500	1500	+ 0	0				
7. PRICE/REPRICE DETERMINATIONS (NO. CLASSES REVIEWD)	140	137	- 3	2	120	120	+ 0	0				
8. AUDIT, PERSONNEL ACTIONS (NO. OF ACTIONS REVIEWED)	82904	78762	- 4142	5	68600	68600	+ 0	0				
9. TRAINING PROGRAMS CONDUCTED (NUMBER OF PROGRAMS)	300	362	+ 62	21	300	155	- 145	48				
10. NUMBER OF FORMAL GRIEVANCES REVIEWED	450	458	+ 8	2	450	400	- 50	11				

## VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010

11 03 05 01  
HRD 102

**PROGRAM TITLE: WORKFORCE ATTR, SELECT, CLASS & EFFECT**

### **PART I - EXPENDITURES AND POSITIONS**

The expenditure variance in FY 2009 is due to restrictions and fewer workers compensation claims and unemployment benefit claims for employees in federal funded positions.

The position variance in FY 2010 is due to the imposed budget restrictions for salary expenses.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1. The variance is attributed to the integrated recruitment, examination, certification, and applicant tracking software system which allowed the program to streamline the recruitment process.

Item 2. The variance was due to an increase in the number of applications received that needed to be reviewed.

Item 3. There was no selection action taken changed by appeal.

Item 5. The variance is due to increased workload and turnover of experienced staff.

Item 6. There was one classification appeal and it was denied by the Merit Appeals Board.

Item 7. The variance is a reflection of increased enrollments for computer classes and first aid/CPR classes. In addition, the Training Office began broadcasting the New Employee Orientation sessions to the neighbor islands through the use of the Video Conference Center.

Item 9. The decrease in the number of grievances is due to the efforts of labor relations staff in working with the unions and departments to resolve and settle disputes. The parties have been successful in fostering positive relations, with the end result being a reduction in the filing of grievances.

### **PART III - PROGRAM TARGET GROUPS**

Item 1. The variance is due to budget constraints and a general freeze in filling vacancies.

Item 3. The variance is due to the difficulty in projecting the number of new civil service positions that will be authorized and established in a given year.

### **PART IV - PROGRAM ACTIVITIES**

Items 1, 2, 3. The increases in the number of applications received, applicants examined, and qualified applicants referred for placement are attributed to higher unemployment and changes made to streamline the recruitment process.

Item 4. The variance is due, in part, to an overestimated planned figure and a slowdown in civil service position actions for new and vacant positions.

Item 9. The variance is due to new classes offered in communication skills, the introduction of the New Employee Orientation program to the neighbor islands, and an increase in the number of computer classes on Oahu and Maui.

## STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO:

SUPPORTING SERVICES - HUMAN RESOURCES DEV

HRD-191

11030502

## VARIANCE REPORT

REPORT V61

7/28/10

PART I: EXPENDITURES & POSITIONS RESEARCH & DEVELOPMENT COSTS POSITIONS EXPENDITURES (\$1,000's)  OPERATING COSTS POSITIONS EXPENDITURES (\$1000's)  TOTAL COSTS POSITIONS EXPENDITURES (\$1000's)	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10						
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
	13.00	13.00	+	0.00	0	13.00	13.00	+	0.00	0	13.00	11.00	-	2.00	15
	1,518	1,451	-	67	4	330	330	+	0	0	1,221	1,095	-	126	10
	13.00	13.00	+	0.00	0	13.00	13.00	+	0.00	0	13.00	11.00	-	2.00	15
	1,518	1,451	-	67	4	330	330	+	0	0	1,221	1,095	-	126	10

PART II: MEASURES OF EFFECTIVENESS 1. QUANTATIVE MOE NOT DEVELOPED FOR THIS PROG	FISCAL YEAR 2008-09				FISCAL YEAR 2009-10					
	PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%
	NO DATA	NO DATA	+	0	0	NO DATA	NO DATA	+	0	0

PART III: PROGRAM TARGET GROUP										
1. TTL NO. OF CIV SERV & EXEMT SERVICE PERSONNEL	17041	17058	+	17	0	17041	15720	-	1321	8
2. NUMBER OF ELECTED & APPOINTED OFFICIALS	95	95	+	0	0	95	95	+	0	0
3. EMPLOYEES OF DHRD	112	108	-	4	4	112	92	-	20	18
4. MEMBERS OF MERIT APPEALS BOARD	3	3	+	0	0	3	3	+	0	0

PART IV: PROGRAM ACTIVITY										
1. ADV GOV ON PROB CONC ADMIN OF PERS MANAG SYS-WKHR	100	NO DATA	-	100	100	100	100	+	0	0
2. ADMINISTER PERSONNEL MANAG SYS OF STATE (WKHR)	1200	NO DATA	-	1200	100	1200	1200	+	0	0
3. DIRECT AND COORDINATE DHRD PROG (WKHR)	2000	NO DATA	-	2000	100	2000	2000	+	0	0
4. PARTICIPATE IN COLL BARGAINING PROCESS (WKHR)	875	NO DATA	-	875	100	875	875	+	0	0

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: SUPPORTING SERVICES - HUMAN RESOURCES DEV**

**11 03 05 02  
HRD 191**

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### **PART I - EXPENDITURES AND POSITIONS**

The variance in FY 2010 is due to the imposed budget restrictions for salary expenses.

### **PART II - MEASURES OF EFFECTIVENESS**

No measures of effectiveness are available for this program.

### **PART III - PROGRAM TARGET GROUPS**

There were no significant variances for the program target groups.

### **PART IV - PROGRAM ACTIVITIES**

Actual figures for program activities were not available.

## VARIANCE REPORT

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	126.00	109.00	- 17.00	13	126.00	109.00	- 17.00	13	126.00	126.00	+ 0.00	0
EXPENDITURES (\$1000's)	1,022,521	987,158	- 35,363	3	116,550	115,342	- 1,208	1	338,866	312,923	- 25,943	8
TOTAL COSTS												
POSITIONS	126.00	109.00	- 17.00	13	126.00	109.00	- 17.00	13	126.00	126.00	+ 0.00	0
EXPENDITURES (\$1000's)	1,022,521	987,158	- 35,363	3	116,550	115,342	- 1,208	1	338,866	312,923	- 25,943	8
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. AV TIME TO PROC INIT CHECK TO TERMNTG EMPlys (WKS)					3	3	+ 0	0	3	3	+ 0	0

Intermediate Level Program  
No Narrative  
(See Lowest Level Programs for Explanation of Variances)

## STATE OF HAWAII

PROGRAM TITLE:

EMPLOYEES' RETIREMENT SYSTEM

PROGRAM-ID:

BUF-141

PROGRAM STRUCTURE NO: 11030601

## VARIANCE REPORT

REPORT V61

7/28/10

PART I: EXPENDITURES & POSITIONS RESEARCH & DEVELOPMENT COSTS POSITIONS EXPENDITURES (\$1,000's)	FISCAL YEAR 2008-09					THREE MONTHS ENDED 09-30-09					NINE MONTHS ENDING 06-30-10						
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%		
OPERATING COSTS POSITIONS EXPENDITURES (\$1000's)	99.00 13,700	86.00 14,110	- +	13.00 410	13 3	99.00 2,830	87.00 2,670	- -	12.00 160	12 6	99.00 8,488	99.00 7,978	+ -	0.00 510	0 6		
TOTAL COSTS POSITIONS EXPENDITURES (\$1000's)	99.00 13,700	86.00 14,110	- +	13.00 410	13 3	99.00 2,830	87.00 2,670	- -	12.00 160	12 6	99.00 8,488	99.00 7,978	+ -	0.00 510	0 6		
						FISCAL YEAR 2008-09					FISCAL YEAR 2009-10						
						PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%		
PART II: MEASURES OF EFFECTIVENESS																	
1. AV TIME TO PROC INIT CHECK TO TERMNTG EMPlys (WKS)						3	3	+		0	0	3	3	+		0	0
2. % INITIAL MTHLY PENSION PROC W/IN 1 MTH AFTR RETIR						100	100	+		0	0	100	100	+		0	0
3. ANNUALIZED RETURN ON INVESTMENTS OVER PAST 5 YEARS						7.5	7.5	+		0	0	8	8	+		0	0
PART III: PROGRAM TARGET GROUP																	
1. ACTIVE MEMBERS						67300	67300	+		0	0	67935	67935	+		0	0
2. RETIRED MEMBERS						37300	37300	+		0	0	38330	38330	+		0	0
3. INACTIVE VESTED MEMBERS						6000	6000	+		0	0	6153	6153	+		0	0
PART IV: PROGRAM ACTIVITY																	
1. ANNUAL NUMBER OF NEW MEMBERS						5000	5000	+		0	0	4000	4000	+		0	0
2. ANNUAL NUMBER OF MEMBERS COUNSELED						6000	6000	+		0	0	10000	10000	+		0	0
3. ANNUAL NUMBER OF RETIREMENT BENEFIT COMPUTATIONS						6000	6000	+		0	0	7000	7000	+		0	0
4. ANNUAL NUMBER OF NEW RETIREES						2000	2000	+		0	0	2000	2000	+		0	0
5. ANNUAL RETIREMNT BENEFIT PAYMNT AMOUNTS (MILLIONS)						840	840	+		0	0	880	880	+		0	0
6. ANNUAL NUMBER OF DECEASED MEMBER CLAIMS						1600	1600	+		0	0	1600	1600	+		0	0
7. ANNUAL NUMBER OF REFUND PAYMENTS						1000	1000	+		0	0	1000	1000	+		0	0
8. ASSETS (BILLIONS OF DOLLARS)						9	9	+		0	0	10	10	+		0	0
9. ANNUAL NET INVESTMENT INCOME (MILLIONS)						-1700	-1700	+		0	0	900	900	+		0	0
10. ANNUAL RETURN ON INVESTMENTS						-16	-16	+		0	0	8	8	+		0	0

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: EMPLOYEES' RETIREMENT SYSTEM**

**11 03 06 01  
BUF 141**

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### **PART I - EXPENDITURES AND POSITIONS**

The variances in FY 2009 and FY 2010 reflect vacant permanent positions that are pending personnel action. The program is working to fill these positions by the fiscal year end.

### **PART II - MEASURES OF EFFECTIVENESS**

There are no variances.

### **PART III - PROGRAM TARGET GROUPS**

There are no variances.

### **PART IV - PROGRAM ACTIVITIES**

There are no variances.

## STATE OF HAWAII

PROGRAM TITLE:

HAWAII EMPLOYER-UNION TRUST FUND

PROGRAM-ID:

BUF-143

PROGRAM STRUCTURE NO: 11030603

## VARIANCE REPORT

REPORT V61

7/28/10

PART I: EXPENDITURES & POSITIONS RESEARCH & DEVELOPMENT COSTS POSITIONS EXPENDITURES (\$1,000's)	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10						
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%			
OPERATING COSTS POSITIONS EXPENDITURES (\$1000's)	27.00 4,655	23.00 3,349	- -	4.00 1,306	15 28	27.00 4,042	22.00 1,179	- -	5.00 2,863	19 71	27.00 1,347	27.00 4,033	+ +	0.00 2,686	0 199
TOTAL COSTS POSITIONS EXPENDITURES (\$1000's)	27.00 4,655	23.00 3,349	- -	4.00 1,306	15 28	27.00 4,042	22.00 1,179	- -	5.00 2,863	19 71	27.00 1,347	27.00 4,033	+ +	0.00 2,686	0 199

PART II: MEASURES OF EFFECTIVENESS	FISCAL YEAR 2008-09				FISCAL YEAR 2009-10					
	PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%		
1. % DOCUMENTS IMAGED BY END 1ST WRKNG DAY AFTER RCPT	99	99	+	0	0	99	99	+	0	0
2. AV NO. DAYS REQUIRED TO PROCESS ENROLLMNT TRNSCTNS	13	13	+	0	0	10	10	+	0	0
3. PERCENTAGE OF ABANDONED CALLS	5	5	+	0	0	5	5	+	0	0
4. PERCENTAGE OF REFUNDS PROCESSED WITHIN 60 DAYS	65	65	+	0	0	65	65	+	0	0
5. % OF SHORTAGE CONDITIONS CLEARED WITHIN 60 DAYS	60	60	+	0	0	60	60	+	0	0
6. % PARTICIPANTS ATTENDING INFO SESSIONS IN ONE YEAR	20	20	+	0	0	20	20	+	0	0
7. % OF TIME COMPUTER SYSTEM IS AVAILABLE DURING 1 YR	98	98	+	0	0	98	98	+	0	0
8. % COBRA FORM/NOTICES SENT W/IN REQUIRED TIME FRAME	99	99	+	0	0	99	99	+	0	0
9. % ELIG RETIREES/SPOUSES ENROLLD IN MEDICARE PART B	96	96	+	0	0	97	97	+	0	0
10. NO. OF MINOR & MAJOR HIPAA VIOLATIONS PER YEAR	3	3	+	0	0	3	3	+	0	0

PART III: PROGRAM TARGET GROUP										
1. TOTAL EMPLOYEES - (ACTIVES) FULL-TIME (STATE/CNTY)	55600	55600	+	0	0	55600	55600	+	0	0
2. TOTAL EMPLOYEES - RETIRED	38225	38225	+	0	0	38925	38925	+	0	0
3. TOTAL DEPENDENT BENEFICIARIES	75665	75665	+	0	0	76165	76165	+	0	0
4. MEDICARE PREMIUM REIMBURSEMENT RECIPIENTS	37000	37000	+	0	0	38000	38000	+	0	0
5. PERSONNEL AND FINANCE OFFICERS	500	500	+	0	0	500	500	+	0	0

PART IV: PROGRAM ACTIVITY										
1. NEW ENROLLMENTS (ADDITIONS)	8700	8700	+	0	0	9000	9000	+	0	0
2. TERMINATIONS (DELETIONS, CANCELLATIONS)	6300	6300	+	0	0	6500	6500	+	0	0
3. ENRLLMNT DATA CHGS (INS PLAN, NAME, ADDRESS, ETC.)	23400	23400	+	0	0	24400	24400	+	0	0
4. COBRA ENROLLMENTS	3300	3300	+	0	0	3300	3300	+	0	0
5. OUTREACH/EDUC BENEFIT BRIEFING SESSIONS CONDUCTED	120	120	+	0	0	120	120	+	0	0

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: HAWAII EMPLOYER-UNION TRUST FUND**

**11 03 06 03  
BUF 143**

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### **PART I - EXPENDITURES AND POSITIONS**

FY 2008-09

The position variance in FY 2009 is due to 4.00 vacant positions. The variance in FY 2009 expenditures is due to position vacancies and lower than anticipated other current expenditures.

FY 2009-10

Expenditure and positions - The 5.00 vacant positions as of the 1st quarter of FY 2010 are expected to be filled by fiscal year end. The variance in expenditures are due to the vacant positions and lower than planned expenditures for other current expenses. For the remainder of FY 2010, we are anticipating to expend funds as planned.

### **PART II - MEASURES OF EFFECTIVENESS**

There are no variances.

### **PART III - PROGRAM TARGET GROUPS**

There are no variances.

### **PART IV - PROGRAM ACTIVITIES**

There are no variances.

STATE OF HAWAII

PROGRAM TITLE:

PROGRAM-ID:

PROGRAM STRUCTURE NO:

RETIREMENT BENEFITS PAYMENTS

BUF-941

11030604

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10				
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%	
PART I: EXPENDITURES & POSITIONS													
RESEARCH & DEVELOPMENT COSTS													
POSITIONS													
EXPENDITURES (\$1,000's)													
OPERATING COSTS													
POSITIONS	0.00	0.00	+	0.00									
EXPENDITURES (\$1000's)	610,101	608,811	-	1,290									
TOTAL COSTS													
POSITIONS	0.00	0.00	+	0.00									
EXPENDITURES (\$1000's)	610,101	608,811	-	1,290									
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10				
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%	
PART II: MEASURES OF EFFECTIVENESS													
1. NO MEASURES HAVE BEEN DEVELOPED FOR THIS PROGRAM					NO DATA	NO DATA	+	0	0	NO DATA	NO DATA	+	0

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: RETIREMENT BENEFITS PAYMENTS**

**11 03 06 04  
BUF 941**

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### **PART I - EXPENDITURES AND POSITIONS**

No significant variances.

### **PART II - MEASURES OF EFFECTIVENESS**

This is a new program ID established by the 2007 Legislature; as such, no measures of effectiveness are available for this program.

### **PART III - PROGRAM TARGET GROUPS**

This is a new program ID established by the 2007 Legislature; as such, no program target groups are available for this program.

### **PART IV - PROGRAM ACTIVITIES**

This is a new program ID established by the 2007 Legislature; as such, no program activities are available for this program.

STATE OF HAWAII

PROGRAM TITLE:

RETIREMENT BENEFITS PAYMENTS

PROGRAM-ID:

BUF-741

PROGRAM STRUCTURE NO:

11030605

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS					0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0
EXPENDITURES (\$1000's)					65,997	72,008	+ 6,011	9	197,990	165,675	- 32,315	16
TOTAL COSTS												
POSITIONS					0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0
EXPENDITURES (\$1000's)					65,997	72,008	+ 6,011	9	197,990	165,675	- 32,315	16
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. NEW PROGRAM ID ESTABLISHED BY 2009 LEGISLATURE					NO DATA	NO DATA	+ 0	0	NO DATA	NO DATA	+ 0	0

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: RETIREMENT BENEFITS PAYMENTS**

**11 03 06 05  
BUF 741**

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### **PART I - EXPENDITURES AND POSITIONS**

The first quarter FY 10 expenditure for retirement benefits were higher than planned. The FY 10 full year requirements for retirement benefits will require the full budgeted amounts.

### **PART II - MEASURES OF EFFECTIVENESS**

This is a new program ID that was established by the 2009 Legislature. No measures of effectiveness data are available for this program.

### **PART III - PROGRAM TARGET GROUPS**

This is a new program ID that was established by the 2009 Legislature. No program target group data are available for this program.

### **PART IV - PROGRAM ACTIVITIES**

This is a new program ID that was established by the 2009 Legislature. No program activities data are available for this program.

STATE OF HAWAII

PROGRAM TITLE:

HEALTH PREMIUM PAYMENTS

PROGRAM-ID:

BUF-943

PROGRAM STRUCTURE NO:

11030606

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	0.00	0.00	+	0.00								
EXPENDITURES (\$1000's)	394,065	360,888	-	33,177								
TOTAL COSTS												
POSITIONS	0.00	0.00	+	0.00								
EXPENDITURES (\$1000's)	394,065	360,888	-	33,177								

	FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
	PLANNED	ACTUAL	+ CHANGE	%	PLANNED	ESTIMATED	+ CHANGE	%
PART II: MEASURES OF EFFECTIVENESS								
1. NO MEASURES HAVE BEEN DEVELOPED FOR THIS PROGRAM	NO DATA	NO DATA	+ 0	0	NO DATA	NO DATA	+ 0	0

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: HEALTH PREMIUM PAYMENTS**

**11 03 06 06  
BUF 943**

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### **PART I - EXPENDITURES AND POSITIONS**

FY 2008-09

The variance in FY 2009 expenditures for health premium payments as compared to the budgeted amounts reflects payments that were deferred from the ending of FY 09 into the beginning of FY 10 as a result of low FY 09 general fund ending balance amounts.

### **PART II - MEASURES OF EFFECTIVENESS**

This is a new program ID established by the 2007 Legislature; as such, no measures of effectiveness are available for this program.

### **PART III - PROGRAM TARGET GROUPS**

This is a new program ID established by the 2007 Legislature; as such, no program target groups are available for this program.

### **PART IV - PROGRAM ACTIVITIES**

This is a new program ID established by the 2007 Legislature; as such, no program activities are available for this program.

STATE OF HAWAII

PROGRAM TITLE:

HEALTH PREMIUM PAYMENTS

PROGRAM-ID:

BUF-761

PROGRAM STRUCTURE NO:

11030607

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS					0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0
EXPENDITURES (\$1000's)					43,681	39,485	- 4,196	10	131,041	135,237	+ 4,196	3
TOTAL COSTS												
POSITIONS					0.00	0.00	+ 0.00	0	0.00	0.00	+ 0.00	0
EXPENDITURES (\$1000's)					43,681	39,485	- 4,196	10	131,041	135,237	+ 4,196	3
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. NEW PROGRAM ID ESTABLISHED BY 2009 LEGISLATURE					NO DATA	NO DATA	+ 0	0	NO DATA	NO DATA	+ 0	0

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: HEALTH PREMIUM PAYMENTS**

**11 03 06 07  
BUF 761**

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### **PART I - EXPENDITURES AND POSITIONS**

The first quarter expenditure for health premium payments were lower than planned. The FY 10 full year requirements for health premiums will require the full budgeted amounts.

### **PART II - MEASURES OF EFFECTIVENESS**

This is a new program ID that was established by the 2009 Legislature. No measures of effectiveness data are available for this program.

### **PART III - PROGRAM TARGET GROUPS**

This is a new program ID that was established by the 2009 Legislature. No program target group data are available for this program.

### **PART IV - PROGRAM ACTIVITIES**

This is a new program ID that was established by the 2009 Legislature. No program activities data are available for this program.

## VARIANCE REPORT

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
<b>OPERATING COSTS</b>												
POSITIONS	77.00	70.00	- 7.00	9	74.00	70.00	- 4.00	5	74.00	67.00	- 7.00	9
EXPENDITURES (\$1000's)	56,541	41,018	- 15,523	27	8,848	4,667	- 4,181	47	53,680	57,688	+ 4,008	7
<b>TOTAL COSTS</b>												
POSITIONS	77.00	70.00	- 7.00	9	74.00	70.00	- 4.00	5	74.00	67.00	- 7.00	9
EXPENDITURES (\$1000's)	56,541	41,018	- 15,523	27	8,848	4,667	- 4,181	47	53,680	57,688	+ 4,008	7
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. NO MEASURES HAVE BEEN DEVELOPED FOR THIS PROGRAM					NO DATA	NO DATA	+ 0	0	NO DATA	NO DATA	+ 0	0

**Intermediate Level Program  
No Narrative  
(See Lowest Level Programs for Explanation of Variances)**

## STATE OF HAWAII

PROGRAM TITLE:

PUBLIC LANDS MANAGEMENT

PROGRAM-ID:

LNR-101

PROGRAM STRUCTURE NO: 11030701

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	51.00	48.00	- 3.00	6	51.00	48.00	- 3.00	6	51.00	49.00	- 2.00	4
<b>EXPENDITURES (\$1000's)</b>	12,745	9,001	- 3,744	29	3,227	1,086	- 2,141	66	9,713	11,854	+ 2,141	22
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	51.00	48.00	- 3.00	6	51.00	48.00	- 3.00	6	51.00	49.00	- 2.00	4
<b>EXPENDITURES (\$1000's)</b>	12,745	9,001	- 3,744	29	3,227	1,086	- 2,141	66	9,713	11,854	+ 2,141	22
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. NUMBER OF ACRES ON LEASE (THOUSANDS)					150	152	+ 2	1	150	152	+ 2	1
2. NUMBER OF ACRES ON REVOCABLE PERMIT (THOUSANDS)					100	103	+ 3	3	100	103	+ 3	3
3. NO. OF DELINQUENT ACCOUNTS AS A % OF TOTAL ACCNTS					5	4	- 1	20	5	4	- 1	20
4. \$ AMOUNT OF GEOTHERMAL ROYALTIES COLLECTED (000S)					2000	1568	- 432	22	2000	600	- 1400	70
5. AMOUNT OF TOTAL REVENUES GENERATED (THOUSANDS)					6800	9086	+ 2286	34	6800	5800	- 1000	15
<b>PART III: PROGRAM TARGET GROUP</b>												
1. NO. ACRES SET ASIDE BY EXEC ORDERS FOR PUBLIC PURP					550	509	- 41	7	550	509	- 41	7
2. DOLLAR AMOUNT OF REVENUES TRANSFERRED TO OHA (000)					3000	4059	+ 1059	35	3000	4060	+ 1060	35
3. DOLLAR AMOUNT OF REVENUES TRANSFERRED TO DHHL					150	160	+ 10	7	150	160	+ 10	7
<b>PART IV: PROGRAM ACTIVITY</b>												
1. NUMBER OF SALES IN FEE					5	3	- 2	40	5	3	- 2	40
2. NUMBER OF GENERAL LEASES SOLD					10	10	+ 0	0	10	10	+ 0	0
3. NUMBER OF REVOCABLE PERMITS ISSUED					5	10	+ 5	100	5	10	+ 5	100
4. NUMBER OF EXECUTIVE ORDERS ISSUED					30	57	+ 27	90	30	60	+ 30	100
5. NO. ACQUISITIONS OF NON-PUBLIC LAND FOR PUBLIC USE					5	1	- 4	80	5	1	- 4	80
6. NUMBER OF INSPECTIONS OF PUBLIC LANDS MADE					500	477	- 23	5	500	480	- 20	4
7. NUMBER OF EASEMENTS GRANTED					10	4	- 6	60	10	4	- 6	60
8. DOLLAR AMOUNT DELINQUENT RECEIVABLES (THOUSANDS)					50	90	+ 40	80	50	90	+ 40	80

## VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010

**PROGRAM TITLE: PUBLIC LANDS MANAGEMENT**

11 03 07 01  
LNR 101

### **PART I - EXPENDITURES AND POSITIONS**

Expenditures for FY 09 were below ceiling amounts. The program used monies wisely to address all public welfare and safety issues.

Expenditures for FY 10 were delayed to the third and fourth quarter to cover required dam safety maintenance of State-owned dams, other land maintenance contracts that need to be performed to ensure public safety and health, and transfers for other DLNR divisions' project expenditures.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 3: Overestimated. Staff continues to aggressively monitor delinquency.

Item 4: Overestimated. Royalties declined due to decreased electrical production due to blockages in the wells and a correlation in the royalty calculation formula which links the royalty rate to the price of oil. The price of oil was substantially higher in FY 09, which provided the baseline estimate for FY 10.

Item 5: Underestimated. Revenue increased at a higher rate than anticipated.

### **PART III - PROGRAM TARGET GROUPS**

Item 2: Underestimated the amount of revenues to be transferred to the Office of Hawaiian Affairs.

Item 3: Underestimated the amount of revenues to be transferred to Department of Hawaiian Home Lands.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: Supreme Court decision in January 2008 stopped conveyance of ceded lands.

Item 3: Underestimated revocable permits to be issued.

Item 4: Underestimated executive orders to be issued.

Item 5: Funds were difficult to obtain resulting in a decrease in acquisition of non-public land for public use.

Item 7: Overestimated easements to be issued. The variance is a result of delays in applicants' submission of survey maps, payment for appraisal services or payment of the easement consideration amount.

Item 8: Underestimated delinquency amount. Staff continues to aggressively monitor delinquency.

## STATE OF HAWAII

PROGRAM TITLE:

STATE RISK MANAGEMENT &amp; INSURANCE ADMIN

PROGRAM-ID:

AGS-203

PROGRAM STRUCTURE NO:

11030702

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
<b>RESEARCH &amp; DEVELOPMENT COSTS</b>												
<b>POSITIONS</b>												
<b>EXPENDITURES (\$1,000's)</b>												
<b>OPERATING COSTS</b>												
<b>POSITIONS</b>	4.00	3.00	- 1.00	25	4.00	3.00	- 1.00	25	4.00	4.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	25,477	14,738	- 10,739	42	260	260	+ 0	0	32,063	32,029	- 34	0
<b>TOTAL COSTS</b>												
<b>POSITIONS</b>	4.00	3.00	- 1.00	25	4.00	3.00	- 1.00	25	4.00	4.00	+ 0.00	0
<b>EXPENDITURES (\$1000's)</b>	25,477	14,738	- 10,739	42	260	260	+ 0	0	32,063	32,029	- 34	0
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. NO. INSUR POLICIES PROCURED BEFORE EXPIRATION DATE					3	3	+ 0	0	3	3	+ 0	0
2. AV LENGTH OF TIME TO PROCESS PROP LOSS CLAIM REQ					30	10	- 20	67	15	15	+ 0	0
3. AV LENGTH OF TIME TO RECOVER INSURANCE PROCEEDS					90	20	- 70	78	60	60	+ 0	0
4. AV LENGTH OF TIME TO PROCESS LIABILITY LOSS CLAIMS					90	93	+ 3	3	90	90	+ 0	0
5. AV TIME TO PROCESS LIABILITY LOSS POTHOLE CLAIMS					90	91	+ 1	1	75	75	+ 0	0
6. AV LENGTH OF TIME TO PROCESS AUTO LOSS CLAIMS					90	120	+ 30	33	90	90	+ 0	0
<b>PART III: PROGRAM TARGET GROUP</b>												
1. TOTAL NO. OF STATEWIDE INSURANCE POLICIES PROCURED					3	3	+ 0	0	3	3	+ 0	0
2. TOTAL NO. OF PROPERTY LOSS CLAIMS PROCESSED					100	137	+ 37	37	100	100	+ 0	0
3. TOTAL LIABILITY CLAIMS PROCESSED - EXCL. POTHOLE					500	584	+ 84	17	500	500	+ 0	0
4. TOTAL NO. OF LIABILITY POTHOLE CLAIMS PROCESSED					300	208	- 92	31	300	200	- 100	33
5. TOTAL NUMBER OF AUTOMOBILE LOSS CLAIMS PROCESSED					450	418	- 32	7	450	450	+ 0	0
6. NUMBER OF STATE OFFICIALS AND EMPLOYEES					55000	55000	+ 0	0	55000	55000	+ 0	0
7. FAIR MARKET VALUE OF STATE BLDGS/CONTENTS (\$ MILL)					1490	14900	+ 13410	900	1490	14900	+ 13410	900
8. NUMBER OF STATE VEHICLES					5500	5464	- 36	1	5500	5500	+ 0	0
<b>PART IV: PROGRAM ACTIVITY</b>												
1. TOTAL NUMBER OF STATEWIDE INSURANCE POLICIES					3	3	+ 0	0	3	3	+ 0	0
2. TOTAL NUMBER OF PROPERTY LOSS CLAIMS RECEIVED					100	130	+ 30	30	100	75	- 25	25
3. TOTAL NUMBER OF CRIME LOSS CLAIMS RECEIVED					2	0	- 2	100	1	0	- 1	100
4. TOTAL NUMBER OF LIABILITY CLAIMS RECEIVED					900	739	- 161	18	900	700	- 200	22
5. TOTAL NUMBER OF AUTOMOBILE CLAIMS RECEIVED					350	322	- 28	8	425	375	- 50	12
6. NUMBER OF RISK ASSESSMENT REPORTS ISSUED					0	0	+ 0	0	6	0	- 6	100
7. NUMBER OF BUILDING INSPECTION REPORTS ISSUED					5	0	- 5	100	6	6	+ 0	0
8. NO. OF TRAINING SESSIONS PROVIDED TO STATE DEPTS					5	9	+ 4	80	4	6	+ 2	50
9. NUMBER OF STATEMENTS OF SELF-INSURANCE ISSUED					500	517	+ 17	3	450	500	+ 50	11

## VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010

11 03 07 02  
AGS 203

**PROGRAM TITLE: STATE RISK MANAGEMENT & INSURANCE ADMIN**

### **PART I - EXPENDITURES AND POSITIONS**

The position variance is due to a vacant position.

The variance in FY 2008-09 expenditures are due to fewer large property losses and fewer requests made by the departments for reimbursement for losses.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 2: The average length of time to process property loss claim payments in FY 2008-09 was less than expected because payment requests are processed weekly.

Item 3: The time to recover insurance proceeds was less than expected in FY 2008-09 because departments provided documentation in a timely manner.

Item 6: The variance is due to liability disputes, claimants not returning required documents, furlough days, and a staffing shortage as one of four positions was vacant.

### **PART III - PROGRAM TARGET GROUPS**

Item 2: The number of property losses processed had a significant variance due to closing property losses related to the October 15, 2006, Kiholo Bay earthquake and the closing of older claims.

Item 3: The number of liability claims processed had a moderate variance in FY 2008-09 because of the reduction in the number of claims being received, allowing review and closing of older files.

Item 4: The number of pothole claims processed had a significant variance in FY 2008-09 and was less than expected since fewer claims were received due to the lack of rain which affects the road conditions and the Department of Transportation efforts in repairing potholes in a timely manner.

Item 5: The number of auto claims processed was less than expected in FY 2008-09 because delays from claimants and liability disputes. A staffing shortage and furlough days have also contributed to the variances, but are offset by the reduced number of claims received.

Item 7: Fair market value of State buildings and contents was incorrectly entered and should reflect \$14.9 billion. A variance for FY 2009-10 will be for the same reason.

### **PART IV - PROGRAM ACTIVITIES**

Item 2: The number of property loss claims received in FY 2008-09, had a variance because of the December 2008 storm.

Item 3: The variance in FY 2008-09 is due to no reported claims on crime loss. A variance is expected for FY 2009-10 for the same reason.

Items 4 & 5: There were variances in the number of liability and auto claims received because fewer claims were submitted.

Item 7: The number of building inspections was less than expected in FY 2008-09 because no requests were received from the departments and the insurance broker services were reallocated to the property schedule. A similar variance is expected in FY 2009-10.

Item 8: The number of training sessions provided in FY 2008-09 had a significant variance due to the continued efforts with State Procurement Office to have State employees meet procurement requirements. A similar variance is expected in FY 2009-10 for the same reason.

Item 9: The number of statements of self-insurance issued had a slight variance. A variance is expected for FY 2009-10 since departments are being required to submit them when using non-State facilities or property.

## STATE OF HAWAII

PROGRAM TITLE:

LAND SURVEY

PROGRAM-ID:

AGS-211

PROGRAM STRUCTURE NO: 11030703

## VARIANCE REPORT

REPORT V61

7/28/10

FISCAL YEAR 2008-09					THREE MONTHS ENDED 09-30-09					NINE MONTHS ENDING 06-30-10				
BUDGETED    ACTUAL    ± CHANGE    %					BUDGETED    ACTUAL    ± CHANGE    %					BUDGETED    ESTIMATED    ± CHANGE    %				
PART I: EXPENDITURES & POSITIONS														
RESEARCH & DEVELOPMENT COSTS														
POSITIONS														
EXPENDITURES (\$1,000's)														
OPERATING COSTS														
POSITIONS														
EXPENDITURES (\$1000's)														
TOTAL COSTS														
POSITIONS														
EXPENDITURES (\$1000's)														

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

11 03 07 03  
AGS 211

**PROGRAM TITLE: LAND SURVEY**

### **PART I - EXPENDITURES AND POSITIONS**

For FY 2008-09, the position variance is due to the Land Boundary Surveyor III, Engineering Aid III and IV positions being held vacant as a result of the hiring freeze. The variance for expenditures is due to the vacant positions and no licensed surveyors contracted.

For the last three quarters of FY 2009-10 the position and expenditure variances are due to the reduction in force (RIF) of the Land Boundary Surveyor I, II, III, and Engineering Technician V positions. The expenditure variance is also due to the RIF.

For FY 2009-10, the variance for item 1 is due to the reduction in services as a result of the RIF. The variances for items 3 and 4 are the result of a decrease in requests from private land owners.

### **PART II - MEASURES OF EFFECTIVENESS**

For FY 2008-09, the variance for item 4 is the result of the vacant positions due to the hiring freeze. The variance for item 5 is due to the private surveyors delay in submitting revised maps and the owners delay in resolving encroachments and violations along the shoreline.

For FY 2009-10, the variance for item 1 is due to the reduction in services as a result of the RIF.

### **PART III - PROGRAM TARGET GROUPS**

For FY 2008-09, the variances for items 1 and 2 are the result of a decrease in requests from state agencies. The variances for items 3 and 4 are the result of a decrease in requests from private land owners.

For FY 2009-10, the variance for item 1 is due to the reduction in services as a result of the RIF. The variance for item 2 is the result of a decrease in requests from state agencies. The variances for items 3 and 4 are the result of a decrease in requests from private land owners.

### **PART IV - PROGRAM ACTIVITIES**

For FY 2008-09, the variance for item 1 is the result of a decrease in requests from state agencies. The variances for items 3 and 4 are the result of a decrease in requests from private land owners.

## STATE OF HAWAII

PROGRAM TITLE:

OFFICE LEASING

PROGRAM-ID:

AGS-223

PROGRAM STRUCTURE NO: 11030704

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
<b>OPERATING COSTS</b>												
POSITIONS	5.00	5.00	+	0.00	5.00	5.00	+	0.00	5.00	4.00	-	1.00
EXPENDITURES (\$1000's)	17,172	16,426	-	746	5,144	3,104	-	2,040	11,012	13,013	+	2,001
<b>TOTAL COSTS</b>												
POSITIONS	5.00	5.00	+	0.00	5.00	5.00	+	0.00	5.00	4.00	-	1.00
EXPENDITURES (\$1000's)	17,172	16,426	-	746	5,144	3,104	-	2,040	11,012	13,013	+	2,001
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. # OF LEASING SVCS REQUESTS PROC AS % REQ RECEIVED					98	99	+	1	98	98	+	0
2. AV NO. OF DAYS FROM REQUEST TO EXECUTED LEASE					210	240	+	30	210	260	+	50
3. # LEASE PAYMTS TO VENDORS COMPL BY PAYMT DUE DATE					1968	1920	-	48	1908	1850	-	58
<b>PART III: PROGRAM TARGET GROUP</b>												
1. TOTAL NUMBER OF STATE DEPARTMENTS AND AGENCIES					15	15	+	0	15	15	+	0
2. NUMBER OF EMPLOYEES					5100	5215	+	115	5000	5150	+	150
<b>PART IV: PROGRAM ACTIVITY</b>												
1. NO. OF REQUESTS FOR OFFICE LEASING SERVICES					40	57	+	17	40	40	+	0
2. NO. OF OFFICE LEASES CONSUMMATED					35	33	-	2	35	27	-	8
3. NO. OF OFFICE LEASE PAYMENTS COMPLETED					1968	1920	-	48	1908	1850	-	58

## VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010

PROGRAM TITLE: OFFICE LEASING

11 03 07 04  
AGS 223

### PART I - EXPENDITURES AND POSITIONS

For the last 3 quarters of FY 2009-10, the estimated number of positions was 20% less than the budget due to the reduction-in-force, which abolished one Leasing Specialist position effective November 2009.

Actual expenditures in FY 2008-09 were \$745,482 less than budgeted, as a result of transfers to AGS 901 to help fund the department's legislative reductions (\$260,000), administrative restrictions (277,279), departmental restrictions (\$111,379), and required lapses of general fund balances.

For the first quarter of FY 2009-10, actual expenditures were \$2,039,533 less than budgeted, due to expenses being less than anticipated. These expenditures will be incurred during the remainder of the fiscal year, and is the reason expenditures are estimated to be more than the budget for the last 3 quarters of FY 2009-10.

### PART II - MEASURES OF EFFECTIVENESS

Item 2: The average number of calendar days from the lease request to executed lease was 30 days more for FY 2008-09 than planned. This was due mostly to time spent on a critical project to reduce general fund expenditures by 19% as a result of severe budget reductions in our FY 2009-10 appropriation. The estimated variance for FY 2009-10 is due to the abolishment of one Leasing Specialist position in November 2009 and less work days resulting from the 18 furlough days during FY 2009-10.

Item 3: The actual number of lease payments made to vendors by the payment due date, was 48 less than planned in FY 2008-09 due to the projected net increase in new leases being over estimated (new leases versus lease terminations). The estimated variance for FY 2009-10 is due to more lease terminations resulting from cost reductions and program consolidations by user departments.

### PART III - PROGRAM TARGET GROUPS

No significant variances.

### PART IV - PROGRAM ACTIVITIES

Item 1: The actual number of requests for office leasing services in FY 2008-09 exceeded the planned by 17, as a result of more lease requests than anticipated, and more lease terminations than expected.

Item 3: The actual number of lease payments completed were less than planned in FY 2008-09. This amounts to 48 less monthly payments, or the equivalent of 4 leases. This is the result of the projected increase in new leases being over estimated (new leases versus lease terminations). The estimated variance for FY 2009-10 is expected to drop by 58 less monthly payments than planned, or the equivalent of approximately 5 leases. This is due to the anticipation of a higher number of lease terminations resulting from cost reductions and program consolidations by user departments.

## STATE OF HAWAII

PROGRAM TITLE:

FACILITIES CONSTRUCTION AND MAINTENANCE

PROGRAM-ID:

PROGRAM STRUCTURE NO: 110308

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
<b>OPERATING COSTS</b>												
POSITIONS	250.00	236.00	- 14.00	6	240.00	230.00	- 10.00	4	240.00	175.00	- 65.00	27
EXPENDITURES (\$1000's)	26,484	25,207	- 1,277	5	6,476	6,475	- 1	0	19,210	17,939	- 1,271	7
<b>TOTAL COSTS</b>												
POSITIONS	250.00	236.00	- 14.00	6	240.00	230.00	- 10.00	4	240.00	175.00	- 65.00	27
EXPENDITURES (\$1000's)	26,484	25,207	- 1,277	5	6,476	6,475	- 1	0	19,210	17,939	- 1,271	7
<b>PART II: MEASURES OF EFFECTIVENESS</b>					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
1. AV PRE-BID CONSTRUCTION EST AS % AV ACTUAL BID PRC					100	123	+ 23	23	100	100	+ 0	0
2. AV VAR BTW EST CMPL DATE & ACTUAL CONST CMPL DATE					3	1.1	- 1.9	63	3	3.0	+ 0	0
3. AV COST CHANGE ORDERS AS % AV ACTUAL CONST COST					3	6.8	+ 3.8	127	3	3.0	+ 0	0
4. BLDG OCCUPANT'S EVALUATION OF CUSTODIAL SERVICES					80	80	+ 0	0	80	80	+ 0	0
5. % PROGRAM PROJS COMPELETD W/IN SCHEDULED TIMETABLE					100	100	+ 0	0	100	100	+ 0	0
6. % EMERG REPRS & ALTRTNS REQST RESP TO W/IN 48 HRS					100	100	+ 0	0	100	100	+ 0	0

**Intermediate Level Program  
No Narrative  
(See Lowest Level Programs for Explanation of Variances)**

## STATE OF HAWAII

PROGRAM TITLE:

PUBLIC WORKS- PLANNING DESIGN &amp; CONSTRUCTION

PROGRAM-ID:

AGS-221

PROGRAM STRUCTURE NO:

11030801

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
<b>OPERATING COSTS</b>												
POSITIONS	16.00	15.00	- 1.00	6	16.00	15.00	- 1.00	6	16.00	15.00	- 1.00	6
EXPENDITURES (\$1000's)	5,142	2,445	- 2,697	52	533	533	+ 0	0	4,656	4,504	- 152	3
<b>TOTAL COSTS</b>												
POSITIONS	16.00	15.00	- 1.00	6	16.00	15.00	- 1.00	6	16.00	15.00	- 1.00	6
EXPENDITURES (\$1000's)	5,142	2,445	- 2,697	52	533	533	+ 0	0	4,656	4,504	- 152	3
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. AV VARIANCE BETWEEN EST & ACTUAL BID OPENING DATES					3	1.5	- 1.5	50	3	3.0	+ 0	0
2. AV PRE-BID CONSTRUCTION EST AS % OF AV BID PRICE					100	123	+ 23	23	100	100	+ 0	0
3. AV VAR BTWN EST & ACTUAL CONSTR COMPLETIN DATES					3	1.1	- 1.9	63	3	3.0	+ 0	0
4. AV COST CHANGE ORDERS AS % AV ACTUAL CONST COST					3	6.8	+ 3.8	127	3	3.0	+ 0	0
5. FOR TTL CIP REQUIRED, % OF FUNDS ACTUALLY APPROP					100	65	- 35	35	100	70	- 30	30
<b>PART III: PROGRAM TARGET GROUP</b>												
1. CAPITAL IMPROV APPROPRIATIONS (IN \$100,000)					691	362	- 329	48	561	406	- 155	28
2. PUBLIC BUILDINGS, REPAIRS & ALTERATIONS (\$100,000)					29	23	- 6	21	89	26	- 63	71
<b>PART IV: PROGRAM ACTIVITY</b>												
1. TOTAL COSTS OF FAC OR PROJECT UNDER DESIGN (\$MILL)					500	471	- 29	6	500	461	- 39	8
2. PROJ UNDER CONSTRUCTION DURING FY (EST COST \$MILL)					300	491	+ 191	64	300	357	+ 57	19

## VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010

**PROGRAM TITLE: PUBLIC WORKS- PLANNING DESIGN & CONSTRUCTION**

11 03 08 01  
AGS 221

### **PART I - EXPENDITURES AND POSITIONS**

The variance in expenditures for FY 2008-09 is due to total actual revolving fund expenditures for supplies, services and equipment for capital improvement projects (CIP) and vacation and sick leave taken by CIP-funded staff that was significantly lower than the budgeted expenditure ceiling. Minimal variance of 6.1% for general funds.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: The variance indicates program efficiency due to the CIP strike force's efforts to expedite CIP projects while at the same time adjusting for staff shortages and furloughs in compressing bid opening time on the average of 1.5 months, or 45 days from the estimated bid opening date instead of the projected 3 months or 90 days.

Item 2: The variance for lower bid pricing is a result of more competitive bidding.

Item 3: The variance indicates improved program efficiencies in construction management utilizing improved technology while at the same time facing workload adjustments from staff shortages and furloughs.

Item 4: The variance of increased change orders is due to various factors such as additional owner requests for adjustments in design, corrections in design flaws discovered while in construction, and any changes to the original contracts be it adding or deducting improvements.

Item 5: The variance consists of eight CIP projects for which DAGS requested funding from the 2009 Legislature. Of the original request of \$72.0 million, DAGS received \$46.6 million for five projects, and \$0.5 million in grants-in-aid projects, for a total CIP appropriation of \$46.6 million, resulting in a 65% request to actual percentage.

### **PART III - PROGRAM TARGET GROUPS**

Item 1: The variances for CIP appropriations is estimated based on the amount appropriated to DAGS as expending agency in Acts 129 and 162,

Session Laws of Hawaii 2009.

Item 2: The variances are due to lower actual funds received in FY 2008-09.

### **PART IV - PROGRAM ACTIVITIES**

Item 2: The variance in FY 2008-09 is a result of the program budget not reflecting projects where DAGS does not hold the originating non-reimbursed project funds.

## STATE OF HAWAII

PROGRAM TITLE:

CENTRAL SERVICES - CUSTODIAL SERVICES

PROGRAM-ID:

AGS-231

PROGRAM STRUCTURE NO: 11030802

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	155.50	147.50	- 8.00	5	148.50	144.50	- 4.00	3	148.50	100.00	- 48.50	33
EXPENDITURES (\$1000's)	16,060	17,960	+ 1,900	12	4,621	4,620	- 1	0	11,007	10,319	- 688	6
TOTAL COSTS												
POSITIONS	155.50	147.50	- 8.00	5	148.50	144.50	- 4.00	3	148.50	100.00	- 48.50	33
EXPENDITURES (\$1000's)	16,060	17,960	+ 1,900	12	4,621	4,620	- 1	0	11,007	10,319	- 688	6
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. 4 INTERNAL SVC INSPECTIONS/QTR & ACCEPTBLE SCORES					80	80	+ 0	0	80	80	+ 0	0
2. BLDG OCCUPANT'S EVALUATION OF CUSTODIAL SERVICES					80	80	+ 0	0	80	80	+ 0	0
PART III: PROGRAM TARGET GROUP												
1. TOTAL ASSIGNED BUILDINGS					78	78	+ 0	0	78	78	+ 0	0
PART IV: PROGRAM ACTIVITY												
1. TOTAL NUMBER OF WORK STATIONS (JANITOR II)					132	132	+ 0	0	126	126	+ 0	0
2. NUMBER OF SQUARE FEET SERVICED					2.7	2.7	+ 0	0	2.7	2.7	+ 0	0

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: CENTRAL SERVICES - CUSTODIAL SERVICES**

**11 03 08 02  
AGS 231**

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### **PART I - EXPENDITURES AND POSITIONS**

The expenditure variance of \$1.9 million for Fiscal Year 2008-09 is due to a \$104,000 departmental restriction offset by a transfer-in of \$2,000,000 from AGS 203, Risk Management Division, to pay for shortfalls in electricity costs. The expected variance of \$688,000 for the remaining nine months for Fiscal Year 2009-10 will be due to payroll savings from furloughs.

For Fiscal Year 2008-09, there is a variance of eight vacant positions, of which seven positions were designated abolished effective July 1, 2009 under Act 162, Session Laws of Hawaii 2009. For the first quarter of Fiscal Year 2009-10, four positions were vacant pending the hiring freeze.

For the remaining nine months of Fiscal Year 2009-10, a variance of 48.5 positions are due to vacancies, of which, 47.5 are due to reduction-in-force action and 1.0 due to position abolishment.

### **PART II - MEASURES OF EFFECTIVENESS**

There are no variances in the measures of effectiveness.

### **PART III - PROGRAM TARGET GROUPS**

There is no variance in the program target group.

### **PART IV - PROGRAM ACTIVITIES**

There are no variances in program activities.

## STATE OF HAWAII

PROGRAM TITLE:

CENTRAL SERVICES - GROUNDS MAINTENANCE

PROGRAM-ID:

AGS-232

PROGRAM STRUCTURE NO: 11030803

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09					THREE MONTHS ENDED 09-30-09					NINE MONTHS ENDING 06-30-10				
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	38.50	35.50	-	3.00	8	36.50	33.50	-	3.00	8	36.50	27.00	-	9.50	26
EXPENDITURES (\$1000's)	1,952	1,967	+	15	1	551	551	+	0	0	1,359	1,186	-	173	13
TOTAL COSTS															
POSITIONS	38.50	35.50	-	3.00	8	36.50	33.50	-	3.00	8	36.50	27.00	-	9.50	26
EXPENDITURES (\$1000's)	1,952	1,967	+	15	1	551	551	+	0	0	1,359	1,186	-	173	13
						FISCAL YEAR 2008-09					FISCAL YEAR 2009-10				
						PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%
PART II: MEASURES OF EFFECTIVENESS															
1. EVALUATIONS FROM GROUNDS SURVEY FROM BLDG OCCUPNTS						85	85	+	0	0	85	85	+	0	0
2. ANNUAL FACILITY ASSESSMENT SCORES						90	90	+	0	0	95	95	+	0	0
PART III: PROGRAM TARGET GROUP															
1. TOTAL NUMBER OF FACILITIES						119	119	+	0	0	119	119	+	0	0
PART IV: PROGRAM ACTIVITY															
1. NUMBER OF GROUNDSKEEPING POSITIONS						38	38	+	0	0	37	37	+	0	0
2. TOTAL ACREAGE SERVICED						106.3	106.3	+	0	0	106.3	106.30	+	0	0
3. NUMBER OF REFUSE COLLECTION SITES						28	28	+	0	0	28	28	+	0	0

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: CENTRAL SERVICES - GROUNDS MAINTENANCE**

**11 03 08 03  
AGS 232**

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### **PART I - EXPENDITURES AND POSITIONS**

For the remaining nine months of Fiscal Year 2009-10, 9.5 positions are vacant, of which 8.5 positions are vacant due to RIF action and 1.0 position due to position abolishment.

The expenditure variance of \$173,000 for the remaining nine months of Fiscal Year 2009-10 will primarily be due to payroll savings from furloughs.

### **PART II - MEASURES OF EFFECTIVENESS**

There are no variances in the measures of effectiveness.

### **PART III - PROGRAM TARGET GROUPS**

There is no variance in the program target group.

### **PART IV - PROGRAM ACTIVITIES**

There are no variances in program activities.

## STATE OF HAWAII

PROGRAM TITLE:

CENTRAL SERVICES - BUILDING REPAIRS &amp; ALT

PROGRAM-ID:

AGS-233

PROGRAM STRUCTURE NO:

11030804

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09					THREE MONTHS ENDED 09-30-09					NINE MONTHS ENDING 06-30-10				
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	40.00	38.00	-	2.00	5	39.00	37.00	-	2.00	5	39.00	33.00	-	6.00	15
EXPENDITURES (\$1000's)	3,330	2,835	-	495	15	771	771	+	0	0	2,188	1,930	-	258	12
TOTAL COSTS															
POSITIONS	40.00	38.00	-	2.00	5	39.00	37.00	-	2.00	5	39.00	33.00	-	6.00	15
EXPENDITURES (\$1000's)	3,330	2,835	-	495	15	771	771	+	0	0	2,188	1,930	-	258	12
						FISCAL YEAR 2008-09					FISCAL YEAR 2009-10				
						PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%
PART II: MEASURES OF EFFECTIVENESS															
1. % OF PROGRAM PROJECTS COMPLETED WITHIN TIMETABLE						100	100	+	0	0	100	100	+	0	0
2. % EMERGENCY REP & ALTERATNS RESPNDED TO IN 48 HRS						100	100	+	0	0	100	100	+	0	0
3. % OF SATISFACTORY SURVEY EVALUATIONS OF R&A SVCS						90	90	+	0	0	90	90	+	0	0
4. % OF SATISFACTORY SURVEY EVAL OF SPECIAL PROJECTS						90	90	+	0	0	90	90	+	0	0
PART III: PROGRAM TARGET GROUP															
1. TOTAL NUMBER OF ASSIGNED STATE BUILDINGS						164	164	+	0	0	164	164	+	0	0
PART IV: PROGRAM ACTIVITY															
1. TTL NO. OF NORMAL REPAIRS & ALTERATIONS PROJECTS						3200	3100	-	100	3	3300	3100	-	200	6
2. TOTAL NUMBER OF EMERGENCY PROJECTS						1050	1115	+	65	6	1000	1000	+	0	0

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: CENTRAL SERVICES - BUILDING REPAIRS & ALT**

**11 03 08 04  
AGS 233**

### **PART I - EXPENDITURES AND POSITIONS**

A variance of two positions for Fiscal Year 2008-09 is due to one position abolished effective July 1, 2009 under Act 162, Session Laws of Hawaii 2009 and one position vacancy due to the hiring freeze. For the first quarter of Fiscal Year 2009-10, there are two vacant positions. For the remaining nine months of Fiscal Year 2009-10, five positions are expected to be vacant due to RIF action and one position abolishment.

The variance in expenditures of \$495,000 for Fiscal Year 2008-09 is primarily due to program restrictions of \$133,209 and transfers to AGS 901 of \$333,000. The variance for the remaining nine months of Fiscal Year 2009-10 will primarily be due to payroll savings from furloughs.

### **PART II - MEASURES OF EFFECTIVENESS**

There are no variances in the measures of effectiveness.

### **PART III - PROGRAM TARGET GROUPS**

There is no variance in the program target group.

### **PART IV - PROGRAM ACTIVITIES**

There are no significant variances in program activities.

## VARIANCE REPORT

PROGRAM TITLE:

PROCUREMENT, INVENTORY &amp; SURPLUS PROP MGT

7/28/10

PROGRAM-ID:

PROGRAM STRUCTURE NO: 110309

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
<b>OPERATING COSTS</b>												
POSITIONS	28.00	21.00	- 7.00	25	24.00	20.00	- 4.00	17	24.00	21.00	- 3.00	13
EXPENDITURES (\$1000's)	2,960	2,141	- 819	28	703	437	- 266	38	2,183	2,282	+ 99	5
<b>TOTAL COSTS</b>												
POSITIONS	28.00	21.00	- 7.00	25	24.00	20.00	- 4.00	17	24.00	21.00	- 3.00	13
EXPENDITURES (\$1000's)	2,960	2,141	- 819	28	703	437	- 266	38	2,183	2,282	+ 99	5
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. SVC PROCUREMENT DIFF BTWN AWARDED & COMPUTE (\$000)					1850	4586	+ 2736	148	1500	675	- 825	55
2. PRICE LIST PROCRMNT DIFF BTWN AWRD & COMPUT (\$000)					4400	4393	- 7	0	2500	5230	+ 2730	109

**Intermediate Level Program  
No Narrative  
(See Lowest Level Programs for Explanation of Variances)**

## STATE OF HAWAII

PROGRAM TITLE:

STATE PROCUREMENT

PROGRAM-ID:

AGS-240

PROGRAM STRUCTURE NO:

11030901

## VARIANCE REPORT

REPORT V61

7/28/10

PART I: EXPENDITURES & POSITIONS RESEARCH & DEVELOPMENT COSTS POSITIONS EXPENDITURES (\$1,000's)	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10						
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%			
OPERATING COSTS POSITIONS EXPENDITURES (\$1000's)	23.00	16.00	-	7.00	30	19.00	15.00	-	4.00	21	19.00	16.00	-	3.00	16
	1,217	1,066	-	151	12	248	248	+	0	0	874	735	-	139	16
TOTAL COSTS POSITIONS EXPENDITURES (\$1000's)	23.00	16.00	-	7.00	30	19.00	15.00	-	4.00	21	19.00	16.00	-	3.00	16
	1,217	1,066	-	151	12	248	248	+	0	0	874	735	-	139	16

PART II: MEASURES OF EFFECTIVENESS	FISCAL YEAR 2008-09				FISCAL YEAR 2009-10					
	PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%		
1. SVC PROCUREMENT DIFF BTWN AWARDED & COMPUTED(\$1000)	1850	4586	+	2736	148	1500	675	-	825	55
2. GOODS PROCURMNT DIFF BTWN AWARDED & COMPUTD(\$1000)	245	252	+	7	3	225	210	-	15	7
3. PRICE LIST PROCRMNT DIFF BTWN AWRD & COMPUT(\$1000)	4400	4393	-	7	0	2500	5230	+	2730	109
4. PROPERTY TRANSFERRED BETWEEN AGENCIES (\$1000)	4800	2672	-	2128	44	4800	2700	-	2100	44
5. VALUE OF PROPERTY ADDED TO THE INVENTORY (\$1000)	450000	510163	+	60163	13	400000	425000	+	25000	6
6. MOVING 3-YEAR AV OF ERRORS IN INVENTORY REPORTING	0	0	+	0	0	0	0	+	0	0
7. % OF PERSONNEL COMPLETED CORE PROCUREMENT TRAINING	99	99	+	0	0	99	99	+	0	0
8. % OF CONTRACT AWARDS COMPLIANT W/ PROCUREMENT CODE	100	99	-	1	1	99	99	+	0	0
9. PERCENTAGE OF PROCUREMENT AUDITS COMPLETED	0	0	+	0	0	0	0	+	0	0
10. % OF PROCUREMENT AUDIT FINDINGS ADDRESSED	0	0	+	0	0	0	0	+	0	0

PART III: PROGRAM TARGET GROUP															
1. AGENCIES USING SPO TO PREPARE CONTRACTS	12	10	-	2	17	9	5	-	4	44					
2. JURISDICTIONS SERVICED VIA COOP PURCHASING AGREEMT	20	20	+	0	0	20	20	+	0	0					
3. STATEWIDE INVENTORY ACCOUNTS	1045	1054	+	9	1	1045	1054	+	9	1					
4. NO. AGENCIES ISSUING HLTH & HUMN SVS SOLICITATIONS	35	35	+	0	0	45	35	-	10	22					

PART IV: PROGRAM ACTIVITY															
1. NUMBER OF AWARDS FOR PRICE LISTS	31	21	-	10	32	30	25	-	5	17					
2. NUMBER OF AWARDS FOR PROCUREMENT OF SERVICES	63	34	-	29	46	60	5	-	55	92					
3. NO. OF AWARDS FOR PROCUREMENT OF GOODS	20	6	-	14	70	20	5	-	15	75					
4. NUMBER OF ITEMS TRANSFERRED BETWEEN AGENCIES	2200	1994	-	206	9	2200	2000	-	200	9					
5. NO. OF INVENTORY TRANSACTIONS AUDITED & PROCESSED	37000	35285	-	1715	5	37000	35000	-	2000	5					
6. NO. OF COMP/RESTRICT HLTH & HMN SVC SOLICITATIONS	100	100	+	0	0	100	100	+	0	0					

## VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010

**PROGRAM TITLE: STATE PROCUREMENT**

11 03 09 01  
AGS 240

### **PART I - EXPENDITURES AND POSITIONS**

The variances in FY 2008-09 are attributed to the seven vacant positions that were not filled due to the mandated hiring freeze. For the first quarter of FY 2009-10, four positions were vacant due to the continued imposition of a hiring freeze. For the nine months remaining in FY 2009-10, the position variance is due three positions included in the reduction-in-force (RIF).

The expenditure variances are due to vacancy savings from the hiring freeze and RIF action.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: The variance is due to carryover supplemental awards. The FY 2009-10 differential is expected to drop by \$3.9 million to \$65,000, reflecting the reduced number of fully qualified purchasing personnel able to procure services for the agencies.

Item 3: The FY 2009-10 estimated amount was increased by 109% to account for the shifting emphasis to high impact price and vendor list contracts.

Item 4: The variance was 44% lower than forecasted in FY 2008-09 due to reduced budgets leading to less surplus items available for redistribution. Similar results are expected for FY 2009-10.

Item 5: The value of property added to the inventory was 13% higher than forecasted for FY 2008-09 due to the addition of infrastructure assets by the Departments in compliance with revised accounting standards. A moderate continuing trend is expected for FY 2009-10.

### **PART III - PROGRAM TARGET GROUPS**

Item 1: The variances in number of agencies using the State Procurement Office to prepare contracts in FY 2008-09 and FY 2009-10 are due to the loss of qualified purchasing personnel and the inability to hire replacements.

Item 4: The number of agencies issuing health and human service solicitations is expected to increase in FY 2009-10.

### **PART IV - PROGRAM ACTIVITIES**

Item 1: The reduction in the total number of price and vendor awards is largely attributed to reduced staffing and redirection to high impact solicitations.

Items 2 and 3: The variances reflect the continuing but larger downward trend from previous fiscal years with agencies performing more of their own procurements.

## STATE OF HAWAII

PROGRAM TITLE:

SURPLUS PROPERTY MANAGEMENT

PROGRAM-ID:

AGS-244

PROGRAM STRUCTURE NO:

11030902

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09					THREE MONTHS ENDED 09-30-09					NINE MONTHS ENDING 06-30-10				
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	5.00	5.00	+	0.00	0	5.00	5.00	+	0.00	0	5.00	5.00	+	0.00	0
EXPENDITURES (\$1000's)	1,743	1,075	-	668	38	455	189	-	266	58	1,309	1,547	+	238	18
TOTAL COSTS															
POSITIONS	5.00	5.00	+	0.00	0	5.00	5.00	+	0.00	0	5.00	5.00	+	0.00	0
EXPENDITURES (\$1000's)	1,743	1,075	-	668	38	455	189	-	266	58	1,309	1,547	+	238	18
						FISCAL YEAR 2008-09					FISCAL YEAR 2009-10				
						PLANNED	ACTUAL	± CHANGE		%	PLANNED	ESTIMATED	± CHANGE		%
PART II: MEASURES OF EFFECTIVENESS															
1. SURPLUS PROPERTY TRANSFERRED TO DONEES (\$1000)						3600	4285	+	685	19	4000	4000	+	0	0
2. RATIO SVS FEE OVER PROPERTY TRANSFER VALUE (%)						6.0	4	-	2	33	6.0	4	-	2	33
3. ACTUAL DONEES AS % OF ELIGIBLE DONEES						84	84	+	0	0	84	84	+	0	0
PART III: PROGRAM TARGET GROUP															
1. NON-PROFIT TAX-EXMPT EDUC & PUBLIC HTH INSTUTNS						400	134	-	266	67	400	134	-	266	67
2. PUBLIC AGENCY THAT SERVES OR PROMOTES PUB PURPOSE						24	24	+	0	0	24	24	+	0	0
3. 8(A) BUSINESS DEV/SMALL DISADVANTAGED BUSINESSES						340	56	-	284	84	340	60	-	280	82
PART IV: PROGRAM ACTIVITY															
1. FED PERSONAL PROP RECEIVED (LINE ITEMS)						560	596	+	36	6	560	560	+	0	0
2. FED PROP DONATED (LINE ITEMS)						1600	963	-	637	40	1600	1000	-	600	38
3. ACQ OF STATE PROP FOR UTIL/SALE (LINE ITEMS)						150	149	-	1	1	150	150	+	0	0
4. DIST OF STATE PROP FOR REUTIL (LINE ITEMS)						135	83	-	52	39	135	90	-	45	33
5. STATE PROP DISP OF BY PUBLIC SALE (LINE ITEMS)						0	0	+	0	0	0	0	+	0	0

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: SURPLUS PROPERTY MANAGEMENT**

**11 03 09 02  
AGS 244**

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### **PART I - EXPENDITURES AND POSITIONS**

The expenditure variance for FY 2008-09 is due to new Federal policies; 8A small businesses and nonprofit organizations could not purchase vehicles from the Surplus Property Branch.

The expenditure variance in the first quarter of FY 2009-10 is due to delays in obtaining approvals for vehicle purchases. Increased expenditures are forecasted for the remaining three quarters of FY 2009-10.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: The variance for FY 2008-09, the dollar value of property transferred to donees was primarily due to the higher dollar value in the items available for transfer from the federal government. This result for FY 2008-09 is expected to continue throughout FY 2009-10.

Item 2: The lower ratio in FY 2008-09 resulted from the receipt of lower fees due to the downturn in economy. Similar results are expected in FY 2009-10.

### **PART III - PROGRAM TARGET GROUPS**

Items 1 and 3: The variances in FY 2008-09 fell dramatically below projections due to the economic downturn in Hawaii. These results are expected to continue throughout FY 2009-10.

### **PART IV - PROGRAM ACTIVITIES**

Items 2 and 4: The variances in FY 2008-09 are the result of less property received for re-utilization.

## VARIANCE REPORT

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
PART I: EXPENDITURES & POSITIONS												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
OPERATING COSTS												
POSITIONS	39.00	34.50	- 4.50	12	37.00	35.00	- 2.00	5	37.00	37.00	+ 0.00	0
EXPENDITURES (\$1000's)	6,246	4,765	- 1,481	24	1,471	1,247	- 224	15	4,361	4,378	+ 17	0
TOTAL COSTS												
POSITIONS	39.00	34.50	- 4.50	12	37.00	35.00	- 2.00	5	37.00	37.00	+ 0.00	0
EXPENDITURES (\$1000's)	6,246	4,765	- 1,481	24	1,471	1,247	- 224	15	4,361	4,378	+ 17	0
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
PART II: MEASURES OF EFFECTIVENESS												
1. AVERAGE OPERATING COST PER VEHICLE MILE					90	84	- 6	7	90	80	- 10	11
2. PERCENTAGE UTILIZATION OF PARKING SPACES					105	85	- 20	19	105	81	- 24	23

Intermediate Level Program  
No Narrative  
(See Lowest Level Programs for Explanation of Variances)

## STATE OF HAWAII

PROGRAM TITLE:

AUTOMOTIVE MANAGEMENT - MOTOR POOL

PROGRAM-ID:

AGS-251

PROGRAM STRUCTURE NO: 11031001

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
<b>OPERATING COSTS</b>												
POSITIONS	12.50	11.50	- 1.00	8	12.50	11.50	- 1.00	8	12.50	12.50	+ 0.00	0
EXPENDITURES (\$1000's)	2,417	1,956	- 461	19	630	438	- 192	30	1,835	1,946	+ 111	6
<b>TOTAL COSTS</b>												
POSITIONS	12.50	11.50	- 1.00	8	12.50	11.50	- 1.00	8	12.50	12.50	+ 0.00	0
EXPENDITURES (\$1000's)	2,417	1,956	- 461	19	630	438	- 192	30	1,835	1,946	+ 111	6
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. AVERAGE OPERATING COST PER VEHICLE MILE					118	84	- 34	29	90	80	- 10	11
2. TOTAL FLEET MILEAGE PER YEAR					22	23	+ 1	5	22	22	+ 0	0
3. PERCENTAGE OF REVENUES OVER EXPENDITURES					104	132	+ 28	27	96	133	+ 37	39
4. PROG MOTOR POOL ASSIST DEPTS IN PLAN, BUD FOR VEH					21	21	+ 0	0	21	21	+ 0	0
5. KEEP EA RENT AGENCY VEH COST BELOW STWIDE STAND					0	0	+ 0	0	0	0	+ 0	0
<b>PART III: PROGRAM TARGET GROUP</b>												
1. STATE AGENCIES UTILIZING MOTOR POOL & NON-MP VEH					21	21	+ 0	0	21	21	+ 0	0
<b>PART IV: PROGRAM ACTIVITY</b>												
1. MOTOR POOL FLEET RENTAL REVENUES					2110	2250	+ 140	7	1980	2166	+ 186	9
2. OTHER NON-MOTOR POOL VEHICLE SERVICE REVENUES					357	299	- 58	16	185	274	+ 89	48

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: AUTOMOTIVE MANAGEMENT - MOTOR POOL**

**11 03 10 01  
AGS 251**

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### **PART I - EXPENDITURES AND POSITIONS**

In Fiscal Year 2008-09, the variance in program expenditures was a result of savings due to budget restrictions.

In the first quarter of Fiscal Year 2009-10, the variance is due to actual expenditures for the purchase of vehicles.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: The variances are due to the inability to purchase replacement vehicles.

Item 3: The variances are due to underestimating the planned percentage of revenue over expenditures.

### **PART III - PROGRAM TARGET GROUPS**

There is no variance for the Program Target Group.

### **PART IV - PROGRAM ACTIVITIES**

Item 2: For Fiscal Year 2008-09, the variance is due to overestimating the planned amount for other non-motor pool vehicle service revenues. For Fiscal Year 2009-10, the variance is due to underestimating the planned amount for other non-motor pool vehicle service revenues.

## STATE OF HAWAII

PROGRAM TITLE:

AUTOMOTIVE MANAGEMENT - PARKING CONTROL

PROGRAM-ID:

AGS-252

PROGRAM STRUCTURE NO: 11031002

## VARIANCE REPORT

REPORT V61

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10			
	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ACTUAL	± CHANGE	%	BUDGETED	ESTIMATED	± CHANGE	%
<b>PART I: EXPENDITURES &amp; POSITIONS</b>												
RESEARCH & DEVELOPMENT COSTS												
POSITIONS												
EXPENDITURES (\$1,000's)												
<b>OPERATING COSTS</b>												
POSITIONS	26.50	23.00	- 3.50	13	24.50	23.50	- 1.00	4	24.50	24.50	+ 0.00	0
EXPENDITURES (\$1000's)	3,829	2,809	- 1,020	27	841	809	- 32	4	2,526	2,432	- 94	4
<b>TOTAL COSTS</b>												
POSITIONS	26.50	23.00	- 3.50	13	24.50	23.50	- 1.00	4	24.50	24.50	+ 0.00	0
EXPENDITURES (\$1000's)	3,829	2,809	- 1,020	27	841	809	- 32	4	2,526	2,432	- 94	4
					FISCAL YEAR 2008-09				FISCAL YEAR 2009-10			
					PLANNED	ACTUAL	± CHANGE	%	PLANNED	ESTIMATED	± CHANGE	%
<b>PART II: MEASURES OF EFFECTIVENESS</b>												
1. PERCENTAGE UTILIZATION OF PARKING SPACES					102	85	- 17	17	105	81	- 24	23
2. PERCENTAGE OF REVENUES OVER EXPENDITURES					110	142	+ 32	29	121	114	- 7	6
<b>PART III: PROGRAM TARGET GROUP</b>												
1. STATE OFFICIALS-EMPLOYEE & PUB CONDUCTG BUS W/STATE					8500	8500	+ 0	0	8400	8400	+ 0	0
<b>PART IV: PROGRAM ACTIVITY</b>												
1. NO. OF SPACES FOR EMPLOYEES & PUBLIC					6526	6526	+ 0	0	6175	6526	+ 351	6
2. NO. OF PARKING CITATIONS ISSUED (MONTHLY AVERAGE)					965	656	- 309	32	965	642	- 323	33
3. EMPLOYEE PARKING & PUBLIC PARKING REVENUES					3600	3585	- 15	0	3000	3113	+ 113	4

## **VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010**

**PROGRAM TITLE: AUTOMOTIVE MANAGEMENT - PARKING CONTROL**

**11 03 10 02  
AGS 252**

### **PART I - EXPENDITURES AND POSITIONS**

The position variance is due to vacancies of two Parking & Security Officer I positions and one Parking & Security Officer II position.

The expenditure variance was a result of savings in payroll resulting from position vacancies and savings from bids from projects coming lower than projected.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: The variances are due to overestimating the planned percentage utilization of parking spaces.

Item 2: The variance for FY 2008-09 is due to the \$479,736 to DAGS Public Works not being shown as expenditures.

### **PART III - PROGRAM TARGET GROUPS**

No variance in the Program Target Group.

### **PART IV - PROGRAM ACTIVITIES**

Item 2: The variance in FY 2008-09, is due to three vacant Parking & Security Officer positions. The variance in FY 2009-10 is due to the abolishment of two Parking & Security Officer positions.

7/28/10

	FISCAL YEAR 2008-09				THREE MONTHS ENDED 09-30-09				NINE MONTHS ENDING 06-30-10						
	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ACTUAL	± CHANGE		%	BUDGETED	ESTIMATED	± CHANGE		%
PART I: EXPENDITURES & POSITIONS															
RESEARCH & DEVELOPMENT COSTS															
POSITIONS															
EXPENDITURES (\$1,000's)															
OPERATING COSTS															
POSITIONS	40.00	36.00	-	4.00	10	40.00	37.00	-	3.00	8	40.00	37.00	-	3.00	8
EXPENDITURES (\$1000's)	1,244	2,434	+	1,190	96	673	656	-	17	3	2,332	2,034	-	298	13
TOTAL COSTS															
POSITIONS	40.00	36.00	-	4.00	10	40.00	37.00	-	3.00	8	40.00	37.00	-	3.00	8
EXPENDITURES (\$1000's)	1,244	2,434	+	1,190	96	673	656	-	17	3	2,332	2,034	-	298	13

	FISCAL YEAR 2008-09				FISCAL YEAR 2009-10					
	PLANNED	ACTUAL	+ CHANGE	%	PLANNED	ESTIMATED	+ CHANGE	%		
PART II: MEASURES OF EFFECTIVENESS										
1. % OF LATE (INTEREST) PAYMENTS TO TOTAL PAYMENTS	0.1	.21	+	0.11	110	0.1	.1	+	0	0
2. % OF INVOICE PAYMNTS PROCESSED W/IN 7 WORKING DAYS	95	94	-	1	1	95	93	-	2	2
3. AV TIME FOR NON-COMPETITIVE RECRUITMENT ACTION	28	31	+	3	11	28	30	+	2	7
4. AV TIME FOR DELEGATED CLASSIFICATION ACTION	4	11	+	7	175	4	6	+	2	50
5. NO. OF NON-ROUTINE PERSONNEL CONSULTATIVE SVCS	240	240	+	0	0	240	325	+	85	35
6. PERCENTAGE OF DATA PROCESSING REQUESTS COMPLETED	85	78	-	7	8	90	60	-	30	33
7. % OF DP REQUESTS COMPLTD WHICH IMPROVED EFFICIENCY	81	67	-	14	17	70	70	+	0	0
8. PERCENTAGE OF B&F REQUESTS SUBMITTED BY DUE DATE	100	100	+	0	0	100	100	+	0	0
9. % OF LEGISLATIVE REQUESTS SUBMITTED BY DATE	100	100	+	0	0	100	100	+	0	0

PART III: PROGRAM TARGET GROUP										
1. NO. OF DIVISIONS, DISTRICT OFFICES & ATTACHED AGEN	18	20	+	2	11	18	20	+	2	11
2. TOTAL NUMBER OF EMPLOYEES (PERMANENT/TEMPORARY)	851.51	853.44	+	1.93	0	900	801.26	-	98.74	11
3. TOTAL NO. OF PAYMENT TRANSACTIONS PROCESSED (000)	30	34	+	4	13	30	34	+	4	13
4. NO. OF INTERNAL VACANCY RECRUITMENT ANNOUNCEMENTS	100	28	-	72	72	100	6	-	94	94
5. NO. OF DELEGATED CLASSIFICATION ACTIONS TAKEN	140	96	-	44	31	190	250	+	60	32
6. NO. OF DEPARTMENTAL VACANCIES DURING THE YEAR	170	124	-	46	27	170	76	-	94	55
7. TOTAL NO. OF DATA PROCESSING REQUESTS PROCESSED	588	529	-	59	10	500	442	-	58	12
8. NO. OF COMPUTER APPLICATION PROGRAMS ADMINISTERED	3278	3252	-	26	1	3358	3300	-	58	2
9. NO. OF REQUESTS FROM DEPT. OF BUDGET AND FINANCE	15	18	+	3	20	15	15	+	0	0
10. TOTAL NUMBER OF LEGISLATIVE REQUESTS	40	55	+	15	38	40	40	+	0	0

PART IV: PROGRAM ACTIVITY										
1. NO. OF EMPLOYEES PROVIDING ADMIN/TECH/CLERICAL SUP	36	36	+	0	0	36	36	+	0	0
2. NUMBER OF PURCHASING CARDS OUTSTANDING	165	176	+	11	7	165	165	+	0	0
3. NUMBER OF PAYROLL REGISTERS HANDLED	8	8	+	0	0	8	8	+	0	0
4. AV NO. OF EPARS PROCESSED PER EMPLOYEE	4	3	-	1	25	4	2	-	2	50
5. NO. OF EPARS PROCESSED	2200	2275	+	75	3	3400	1274	-	2126	63
6. NUMBER OF NON-EPAR ACTIONS PROCESSED	5000	4346	-	654	13	3900	3208	-	692	18
7. NO. OF REQUESTS FOR NON-COMPETITIVE RECRUITMENTS	100	31	-	69	69	100	6	-	94	94
8. NO. OF REQUESTS FOR DELEGATED CLASSIFICATN ACTIONS	140	96	-	44	31	165	260	+	95	58
9. NO. OF NEW COMPUTER APPLICATION SYSTEMS INSTALLED	2	1	-	1	50	2	3	+	1	50
10. NO. OF ADMIN RULES & REORG REQUESTS REVIEWED	4	2	-	2	50	4	7	+	3	75

## VARIANCE REPORT NARRATIVE FY 2009 AND FY 2010

**PROGRAM TITLE: GENERAL ADMINISTRATIVE SERVICES**

**11 03 13  
AGS 901**

### **PART I - EXPENDITURES AND POSITIONS**

The position variance for FY 2008-09 was partly due to the transfer of the Deputy Director to another department and the termination of the Private Secretary.

The increase in the expenditure for FY 2008-09 is primarily due to the transfer of general fund appropriation from other programs in the Department to distribute the legislative restriction imposed in Act 158, SLH 2008. The variance in expenditures for the remaining three quarters of FY 2009-10 is due to the reduction-in-force (RIF) and furlough savings.

### **PART II - MEASURES OF EFFECTIVENESS**

Item 1: The variance is attributed to staff turnover in two programs which resulted in the late submittal of vendor invoices for payment processing.

Item 3: The variance is due to the shift in workload priorities resulting from the RIF.

Item 4: The FY 2008-09 actual amount more accurately reflects the average time for delegated classification actions; the increase is due to the shift in workload priorities resulting from the RIF.

Item 7: The variance is due to increases in requests for new systems to improve efficiency.

### **PART III - PROGRAM TARGET GROUPS**

Item 1: Two attached agencies were added to the Department, the State Building Code Council and the Information Privacy and Security Council.

Item 3: The variance is due to underestimating the number of payment transactions that are processed on an annual basis.

Item 4: There variance is due to a decrease in internal vacancy recruitment due to the hiring freeze.

Item 5: The variance in FY 2008-09 is due to a decrease in the number of requests for classification actions from the programs. The expected variance in FY 2009-10 is due to an increase classification actions related to the RIF.

Item 6: The variance is due to a decrease in the number of employees vacating positions.

Item 7: The variance is due to the RIF which resulted in a 50% decrease in the number of technical staff available to process requests.

Item 9: There was an increase in the number of requests from the Department of Budget and Finance.

Item 10: There was an increase in the number of requests from the Legislature.

### **PART IV - PROGRAM ACTIVITIES**

Item 4: The actual amount more accurately reflects the average number of EPARs that are processed per employee.

Item 6: The variance is due to the reduction in the number of transactions and the RIF.

Items 7 and 8: The variances are due to the decrease in the number of requests from programs.

Item 9: The variance is due to the RIF which resulted in a 50% decrease in the number of technical staff available to install new computer application systems.

Item 10: The number of administrative rules and reorganization requests reviewed in FY 2008-09 decreased and is expected to exceed the planned amount in FY 2009-10.